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Library School 36

CATALOGING RULES

PREPARED FOR THE COURSE IN ELEMENTARY CATALOGING
NEW YORK STATE LIBRARY SCHOOL

BY

JENNIE D. FELLOWS

Instructor in Comparative Cataloging

PRELIMINARY EDITION

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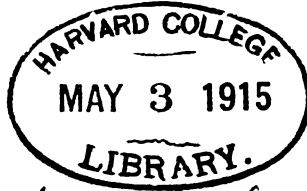
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The University of the State of New York

New York State Library, May 18, 1914

Hon. John H. Finley

President of the University

DEAR SIR: I have the honor to transmit herewith and to recommend for publication, the cataloging rules taught in the course in elementary cataloging in the New York State Library School. Fundamental in all library work is a thorough knowledge of cataloging, the exact collation and description of books, the process which records the resources of a library by authors, titles and subjects. These rules in printed form will not only greatly aid our own work of instruction, but will prove a useful manual of cataloging in libraries throughout the State.

Very truly yours

J. I. WYER, JR

Director

Approved

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Library School 36

CATALOGING RULES

PREPARED FOR THE

COURSE IN ELEMENTARY CATALOGING

NEW YORK STATE LIBRARY SCHOOL

PREFACE

The following code of rules is a revision of the stenciled directions used during the past three years in the junior course in cataloging in the New York State Library School. The stencils were first prepared to save the time previously devoted to note-taking in class, and to furnish fuller information than could be given in class or otherwise be provided in the limited time devoted to the course, with a view to furnishing not only the instructions necessary for class exercises but a compilation useful for reference in later work. With these aims in mind the attempt was made to answer as many as possible of the questions which had arisen in the author's experience in the actual work of cataloging and in years of contact with Library School students. As a result numerous details have been included which may seem at first sight petty and superfluous but which have shown themselves to be very substantial stumbling blocks to persons first struggling with the actual problems.

Recognizing that different local conditions call for different treatment and that this fact is in danger of being overlooked by beginners trained along a particular line, an attempt has been made by explanatory statements and by suggestions of alternative methods, to open the way to a broader view and to make the rules adaptable to varying conditions. While the directions are prepared specifically for the work in the Library School it is hoped that the attempt at elasticity will also make them of use in a wider field.

The plan of work is based on the *A. L. A. catalog rules*, to which (as well as to Cutter's *Rules for a dictionary catalog*, 4th edition, quoted as *Cutter*) frequent reference is made, the intention being in no way to take the place of the *A. L. A.* code, but rather to serve as an introduction to it and enable the students to use it with a better understanding. No attempt has been made to take up all the rules in that code, but mainly those topics which are commonly met in the work of cataloging, in the belief that students well grounded in these should, through the very full provision made in the *A. L. A. rules*, be able to adapt themselves to any ordinary conditions.

The few variations from the *A. L. A. rules* have chiefly been in the interests of simplification, as it seemed best that the students should, while cataloging fully enough to become accustomed to noticing details, find time to handle a considerable number of books rather than a smaller number with more minute specifications. In some cases also a modification has been adopted with a special view to manuscript cataloging in distinction from printed entries, for which the *A. L. A.* recommendation seemed specially designed. Supplementing the *A. L. A.* provision for author and title entries the following directions take up also forms for the subject entries and subject references which form so important a part of a dictionary catalog.

To Miss Corinne Bacon, director of the Drexel Institute Library School, we are deeply indebted. After the destruction by the fire in March 1911, of all the Library School equipment, she generously lent to us her own notes on the courses which she had previously given here, and on these notes the present directions are based in very large measure. Others to whom grateful acknowledgment is due are the Wisconsin Library School, for permission to include any of the rules in its cataloging code, and various members of the New York State Library staff.

The arrangement of topics has been in a measure influenced by the technical make-up of available books, in order that corresponding carefully graded sets of illustrative material might be furnished for class practice. The grouping of topics for class work has not been indicated, in order that it may be more readily expanded or contracted to meet varying conditions. In many cases the sample cards have been adapted from printed entries without the illustrative book at hand and might, on comparison with the book, be found to differ in details from the directions in the following

code, but the examples were chosen as seeming to meet the need better than any other material at the moment available, and if due allowance is made in view of this explanation it will perhaps prevent misunderstanding. Limitations of time have prevented the work from being done as carefully as could be desired and suggestions for improvement in a later edition will be gratefully received. It is hoped, however, that in spite of its shortcomings the bulletin will be found useful in the field of library work.

JENNIE D. FELLOWS

May 1914

GENERAL DIRECTIONS AND SUGGESTIONS

It has been thought advisable to bring together under this heading a few notes which, if given when first called for in connection with the cards, would be spread through the bulletin too scatteringly for convenient reference, or which have no immediate connection with any special topic as taken up.

1 Reference books. Bring to class daily *A. L. A. catalog rules* and Cutter's *Rules for a dictionary catalog*.

2 Writing. a Legibility. All cards should be written as neatly and legibly as possible.

One week from the first cataloging exercise a copy of the handwriting card (either joined or disjoined hand) is to be handed in and after that the library hand is to be used for cataloging, except that by December 1 all should be able to use the typewriter and after that date a part of each set of cards should be done by hand and, as far as machines are available, a part on the typewriter.

b Space between words. Sufficient space should be left between words to have each stand as a unit but not enough to produce a disconnected or straggling effect.

c Space between groups. Groups (i. e. title, imprint, collation and series) should be separated by one centimeter space in hand work or four typewriter spaces, unless the space would come at the beginning of a line, when no space should be left.

3 Capitalization. See *A. L. A. rules*, 172, but omit the last item in the first sentence and rule b), as the direction for inclosing the initial article in curves, given below in section 15e, answers the same purpose without introducing an inconsistency in the system of capitalization.

a Alternative title. Example of alternative title: *Twelfth night; or, What you will*.

4 Numerals. In general use arabic figures; for numerals in headings for sovereigns and popes see note under section 14b below; for numerals in titles see section 15k.

5 Abbreviations. For general abbreviations, follow *A. L. A. rules*, p. 62-64. For "introduction" on p. 63, in third column add "imprint"; add also on p. 63, "plate-s, pl., collation."

Exception: For "appendix" use "apx."

6 Punctuation. a General authorities. For general authorities on punctuation the *A. L. A. rules* recommend De Vinne's *Correct composition* and Bigelow's *Punctuation*. The following special rules are added to cover distinctive features of catalog entries.

6b-g

b Period. Use a period at the end of the heading (author or subject), title, imprint, collation and notes, unless some other punctuation is specially called for; also after an abbreviation but not after a contraction (namely, a shortened form ending with the last letter of the word, e. g. Mr, Mrs, Dr etc.)

c Brackets. Use very small brackets, as [], to indicate information supplied in the heading, title, imprint or collation, except that in the heading they are not used for general titles (e. g. Mrs, baron etc.) nor for distinguishing phrases (e. g. dates of birth and death or descriptive terms, including titles of nobility when not the entry word) nor for changes in the form of name (e. g. William on the title-page, Wilhelm in the heading used) nor for corporate headings, anonymous classics and sacred books.

Brackets used on the title-page are not to be followed on cards, as brackets on cards indicate matter supplied. For brackets on the title-page parentheses are generally the best substitute.

d Quotation marks. Use quotation marks when given on the title-page.

e Marks of omission. Use ... to indicate omissions from the title. For exceptions see section 15f below. The ... take the place of a period, comma, colon or semicolon which would otherwise be used.

f Alternative title. In the case of an alternative title use a semicolon after the first title, and a comma after "or" (or its equivalent) before the following title; e. g. *Twelfth night*; or, *What you will*.

Exception: In the case of two works published in the same volume with a common title-page, on which one or both titles have alternative titles, use a comma before "or" and a semicolon between the two complete titles; e. g. *Twelfth night*, or *What you will*; *All's well that ends well*.

Similarly in other places it is sometimes desirable to modify the regular rule to meet unusual conditions.

g Subtitle. In the case of a subtitle (for definition see *A. L. A. rules*, pref. p. 16) a colon should generally be used to separate from the main title; e. g. *Talks on economics: a series of lectures delivered in Boston 1898-1899*.

A subtitle (which really stands in apposition with the main title in its character as a title) should be carefully distinguished from a word or phrase in apposition with a name or other term in its individual significance, which takes the regular comma punctuation; e. g. in *The Master of Ballantrae: a winter's tale*, we have as the second phrase a subtitle, explaining *The Master of Ballantrae* as the title of the book; in *Lamarck, the founder of evolution* we have an appositive phrase characterizing Lamarck as an individual.

6h-7

h Statement of edition etc. A statement regarding the edition or translation, etc. is generally best separated from what precedes by a semicolon, even though the use of brackets results in double punctuation.

i Imprint. In the imprint, except in those cases where it would result in double punctuation, use a comma between the name of the place and the publisher, between the publisher and the date and between the imprint date and the copyright date.

j Double punctuation. In general avoid double punctuation but use when necessary for clearness; e. g. the period ending an abbreviation may sometimes be followed by a comma when the abbreviation occurs in a series of items. The period ending an abbreviation would also be used in combination with a question mark, an exclamation point, curves, brackets or quotation marks, and in connection with the last of these, the period would be used at the end of a group. The comma should be used in inverted headings to show the inversion, even if followed or preceded by brackets; e. g. Shakspeare, [William] or [Craik], Mrs Dinah Maria (Mulock). When a name ends with a bracket or curve and is followed by some title or explanatory term etc. the bracket or curve is sufficient without the comma; e. g. Russell, W[illiam] H[enry], ed. or Brassey, Annie (Allnutt) baroness. Brackets or curves used in a heading before a subhead should be followed by a period; e. g. New York (state). Governor; also a bracket or curve ending an author's name in an analytic reference.

7 Extension cards. When an entry is too long to be written on a single card, additional cards are to be used and numbered 2, 3, etc. at the top edge in the center of the card. Continue the entry on the top line of the additional card, indenting as though continuing on the previous card.

On each additional card give in the regular place the call number of the previous card. If there is more than one call number, as in the case of added editions, give on the additional card the call number of the special entry that is carried over.

Near the right edge of the card *from* which the entry is carried over, stamp on the next to the bottom line: See next card.

Tie all cards of the entry together.

On the back of each additional card in the lower left corner when it is tipped forward as for tracing (see section 27 below), give briefly sufficient of the beginning of the entry to be able to restore the card readily if it becomes untied and misplaced. The

tracing for added entries, the accession number and the signature are to be given on the first card, not on the additional cards.

It is better to write even on the last line of the card if by so doing the use of an additional card may be avoided.

8 Revision. # means "more space."

○ means "draw together."

[or] means "move over toward the open face of the bracket."

It is neither expected nor advised that corrected cards be copied.

9 Arrangement of cards. Hand in all cards for each book together, with the author card on top. Except when otherwise directed arrange the sets of cards in the filing tray, alphabetically by the initial of the author's name.

10 Amount of work required. No definite number of books is required but it is expected that each student will spend four hours on the assigned work.

11 Volumes tied together. If volumes are tied together they should be returned to the classwork shelves in the same condition, as it is important for each one who catalogs the set to have all the volumes.

AUTHOR ENTRIES

As the author is naturally thought of as the starting point of the book, so the author entry or author card is regularly the starting point in the cataloging and is regarded in most cases as the main entry.

12 Purpose. This card is arranged (or filed) in the catalog, alphabetically by the author's name, for the use of the reader who is looking up the work from that standpoint.

13 Form. The regular form of author entry consists of author heading, book title, imprint, collation and call number.

For definitions see *A. L. A. rules*, pref. p. 13-16, noting specially: Alternative title, Author entry, Collation, Date, Entry, Heading, Illustrations. Imprint, Main entry, Plate, Printer, Subtitle, Title, Title-page, Volume.

Sample of author card

(This and following samples are reduced from cards 7.5x12.5 cm. The change in size has made it difficult to represent exactly such details as indentation and spacing. In case of variation from the directions given the latter should be followed.)

| | |
|------|--|
| 821 | Moore, Thomas. |
| M824 | Complete poetical works .. with explanatory notes and biographical introduction; (standard library ed.) N.Y. Crowell [c1895] 800p.port.20cm. |

14 Author heading. a Form. For choice of heading for different classes of writers specific directions are given in the *A. L. A. rules*, but for a large proportion of books the author heading consists of the author's surname, followed by his given names. The usual form of entry for a married woman is her husband's surname, the term Mrs, her own given names, and in curves her maiden name; as, Ward, Mrs Elizabeth Stuart (Phelps).

For scholarly bibliographic work it is customary to use, with occasional exceptions, the most complete and exact form of name which can be found.

14a-e

For libraries which lack the reference material or the time to furnish such information an acceptable practice is to use the best known form or the fullest form familiar or easily available, a policy which is not only economy for the cataloger, but a convenience to many of the readers, by whom the shorter form of name is more easily recognized, but whatever the general policy it is important that the same form should be used for all works of the same author.

b Titles of honor, etc. For the use of titles of honor, distinguishing designations, etc. see *A. L. A. rules*, 35-37.

The following list indicates titles used in the school work and shows whether prefixed or affixed, also those which begin with capitals. Titles affixed are separated from the name by a centimeter space.

| <i>Prefixed in headings</i> | <i>Affixed in headings</i> |
|---|--|
| Adm. | abbé |
| Capt. | abp |
| Gen. (for all military officers with a title including General) | bart (and all hereditary titles) |
| Gov. (when necessary) | bp |
| Mme | card. |
| Maj. (when necessary) | D.D. |
| Mrs | jr |
| Rabbi | M.D. |
| Rev. | pope |
| Sir | pres. of U. S. (and corresponding titles for foreign rulers) |
| | st |

For the use and position of the titles "Lady" and "Lord" see *Cutter*, 214 and 216. When used as affixes they are not to be capitalized.

Roman numerals are to be used after names of rulers and popes in headings.

c Form for class work. For class work use the form on the stenciled list of books to be cataloged, including such professional titles and titles of honor as are there given (M.A. Ph.D. etc. never being used). A title *following* the author's name should be separated from it by a comma (unless the name ends in an abbreviation, calling for a period, or unless it ends with a bracket or curve) and by one centimeter space in handwriting or by four typewriter spaces. Brackets are to be used around such parts of the actual name as do not appear on the title-page, but not around the *titles* listed above, under 14b. (See also section 6c.)

d Incomplete names. If only initials for the given names are furnished on the list of books, sufficient space should be left between the initials, on the catalog cards, to allow for a name of average length, as in the actual work in a library names are often found later and filled in.

e Position. Write the author's name on the top line of the catalog card, beginning at the outer vertical line. If the name

14e-15c

runs over the line begin subsequent lines one half centimeter (two typewriter spaces) to the right of the inner vertical line.

Indentation at the outer vertical line is sometimes designated as outer (or first) indentation; that at the inner vertical line as inner (or second) indentation.

15 Title. a Position. Begin the title on the line following the author's name, indenting to the inner vertical line. When the title runs over the line begin subsequent lines at the outer vertical line.

b Fulness and wording. The title should be copied exactly from the title-page, except for the omission of mottoes, professional titles, titles of honor, and any other matter not essential because it is either unimportant or is sufficiently accounted for elsewhere on the card. (See *A. L. A. rules*, 136 and *Cutter*, 221-23, 226, 235-36, 239.)

1 Class work. In the first part of the cataloging course the title-pages are marked for length of title for the main card and the subject cards. For other cards students are to use their own judgment.

Checks on the title-page are used as follows:

() means "omit from the title on all cards."

[] means "omit from the title on the author card but include on subject cards."

2 Variations in different volumes. If title-pages of different volumes of a work differ follow the first unless much the larger part of the set is under another title.

3 More than one title-page or titles in more than one language. For works with more than one title-page or with titles in more than one language see *A. L. A. rules*, 144-46.

c Edition. The statement of edition is to be given in the main entry and on subject cards as a part of the title, preceded by a semicolon (unless there is special reason for some other punctuation, e. g. three dots) and is to be written as on the title-page except that abbreviations may be used as indicated in *A. L. A. rules*, p. 62-64. (See *A. L. A. rules*, 148 and *Cutter*, 254-56.)

1 Abbreviations. It is sometimes better to write in full the words for which abbreviations are given, e. g. if the word for such abbreviation is coordinate with other words for which abbreviations are not given, if it would not be clear to the reader whether the abbreviation represented a noun or an adjective, or if it is the last word. Also confusing combinations of abbreviations should be avoided; e. g. instead of "American ed. ed. by" it would be better to write "American edition, ed. by."

2 Brackets. Brackets should be used if the statement of edition is furnished from any other source than the title-page or if it is transposed from the title-page arrangement, e. g. in cases where it is printed at the head of the title-page.

3 Inclusion of names of editors and translators. For fulness of names see section *f* below.

In full cataloging, names of editors and translators are generally included in the title on the main card and subject cards. In small libraries they may

15c-f

sometimes be omitted, especially on the author card, but should be included for books of which different editions are likely to be brought out by different editors, translators etc. In small libraries the editor etc. might often be omitted from the *author* card when a book is not likely to appear in different editions by different editors or translators, but even in such cases might be desirable on the subject card, as the name of an editor who was an authority on a subject would lend weight to a book when the author might be comparatively unknown.

4 Different editors for different volumes. When editors for different volumes of a set differ, their names should be given in a note, or in contents for the respective volumes, and the editor card should specify in the collation and call number the distinct volume or volumes covered. (See *A. L. A. rules*, 149.)

d Author's name. Generally the author's name, being given in the author heading, may be omitted, but occasionally it is an integral part of the title and must be retained; e. g. *From day to day with Kipling; Shakespeare for recitation.*

e Initial article. (1) Omission. In order to bring into prominence the more important word, omit in English titles the initial article (i. e. the article at the beginning of a title) unless necessary for sense or sound. Never omit the article in foreign languages, or at the beginning of an alternative title, or in the midst of a title or when needed to balance the article belonging to a later noun, as *The rose and the ring.*

(2) Article in curves. When the initial article is retained inclose it in () on all cards where the title is likely to be used in alphabeting the cards, and disregard the article in alphabeting.

This rule for the use of curves around the initial article applies to author cards, subject cards, title cards and cards for editors, translators etc., and is a help to the person filing the cards, specially in the case of foreign titles, where the article might not be recognized as such by a person unfamiliar with the language. The practice is also useful to the person consulting the catalog, since it brings into greater prominence the first distinctive word of the title when this can not be satisfactorily done by omitting the article, as directed above. The rule does not apply to titles in the separate entries on series cards, nor in contents, in series notes, in miscellaneous notes, nor inside the () inclosing an analytic reference, as in these cases the title does not affect the filing of the card.

f Omissions, and fulness of names. On the main card and on subject cards (and on all other cards except at the end of the title) omissions should be indicated by ... which take the place of a period, comma, colon or semicolon which would otherwise be used. Do not use ... for the omission of the initial article, the serial number for annual reports etc., the author's name, nor for professional titles or titles of honor or other information regarding

15f-k

authors, editors, translators etc. When names of authors, editors etc. are given in the title on the cards, if a single forename is printed on the title-page write it in full, if more than one forename is printed use initials, without the ... to indicate the omission of the fuller form. Do not use a fuller form than is printed on the title-page. In exceptional cases, e. g. when the name used in the heading is repeated in the title or when the individual referred to is so distinguished that the use of his forenames is unnecessary for his recognition, these may be omitted and ... used instead. This applies also to *parts* of names of corporate bodies. Forenames are not to be shortened for the *subject* of a book but may sometimes be omitted and ... used instead, except at the beginning of a title, when they should always be written as on the title-page. The title of a picture on the title-page, parts of seals, coats of arms, etc. are not parts of the title of the book and should not be represented by ...

In the most exact bibliographic work, the ... are used to indicate all omissions from the title. In many libraries where bibliographic exactness is of less importance than is economy of time, the indication of omissions is entirely disregarded. The exceptions noted above are intended to provide a rule easily applied, for omissions too slight to seem worth indicating and for many of those which are satisfactorily accounted for elsewhere on the card. Many other omissions fall under this last specification, e. g. the word "illustrated," but such phrases as "with numerous illustrations," and constantly varying degrees of description give rise to so many questions as to whether the fact is *sufficiently* accounted for elsewhere that it has seemed best to limit the exceptions to those specified above, about which there is very seldom any doubt.

For treatment of rare books see *A. L. A. rules*, 137.

g Additions. Any additions needed to make the title clear should be supplied in brackets (See *A. L. A. rules*, 139-40.)

The omission of the author's name from the title sometimes requires the supplying of the corresponding pronoun; as *his*.

h Spelling. Follow exactly the spelling of the title as given on the title-page. Indicate mistakes in spelling by ... under the incorrect letters. (See *A. L. A. rules*, 138.)

i Modified vowels. Write the German modified vowels with the umlaut or with the e, as given on the title-page.

j Accents. Supply correct accents for French and Greek words when omitted from the title-page but if incorrect accents are printed treat as mistakes in spelling.

k Numerals. For numerals occurring in the title, in general use arabic figures; but for cardinals below 10, and for either cardinals

15k-16b

or ordinals (adjective numerals) at the beginning of the title, and for the designation of popes, rulers etc. follow the form on the title-page. When arabic figures are used on the title-page they should be retained on the cards, even if they begin the title.

1 Capitals and punctuation. See sections 3 and 6 above. The title should be in a single phrase or series of phrases, so punctuated as to form a unit; i. e. final punctuation, generally the period, should not, except for abbreviations, be used until the end of the title, so far as this is given on the cards.

As on many title-pages the punctuation is wholly or largely lacking and must be supplied, there is little advantage in the case of other titles in following the title-page punctuation, except for exact bibliographic work. For class work, therefore, give the title as a single phrase or combination of phrases, thus producing in general a more pleasing result than the fragmentary effect likely to come from the attempt to retain in solid paragraph form the punctuation originally planned for the ends of lines in title-page arrangement.

16 Imprint. The imprint forms a group, consisting on the main card and on subject cards, of place, publisher and date, written one centimeter (four typewriter spaces) after the title. On other cards use for the imprint only the date.

a Spacing. Leave sufficient space between the items to make each distinct, but not enough to break the unity of the group; e. g. N.Y. Harper, 1871; not N.Y. Harper, 1871, nor N.Y. Harper, 1871,

b Place. Write the place of publication in the language in which it is given on the title-page, using abbreviations given in the following list. If the place is not well known or if in the case of several places having the same name there is likely to be uncertainty as to which is meant add the abbreviation for the state, using brackets if the name is not given on the title-page.

1 More than one place. If more than one place of publication is given on the title-page use the first unless another, usually distinguished by position or type, is known to be the actual place of publication, in which case this place is to be preferred. If the book is published abroad in a place not standing first in the imprint (as determined above) and the imprint includes an American place of publication give this in addition; if there is more than one American place, give the preference to New York or Boston. (For illustrations and fuller treatment see the Library of Congress supplementary rule in *A. L. A. rules*, p. 47-48.)

2 Different volumes in different places. When different volumes of a long set are published in many different places write in the imprint: Various places. If not more than two or three places are mentioned they may be specified in the imprint; as, v. 1-3, Bost. Roberts, 1894; v. 4, N.Y. Putnam, 1896; or the first place may be given in the imprint and variations mentioned in a note.

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3 Place not given. If the place of publication is unknown, write: No place; if the name of the place is not given on the title-page but is known from some other source give the name in brackets.

4 Abbreviations for places of publication. Use the fuller forms in cataloging; the shorter forms are given only for use in the accession and other official records. Use for all languages when the equivalent name contains these letters. Use also the common abbreviations for the states.

| | | | |
|--------------|---------------|---------------|------------------|
| Albany | Alb. | London | Lond. or L. |
| Amsterdam | Amst. | Lugduni Ba- | |
| Baltimore | Balt. | tavorum | Lug. Bat. |
| Berlin | Ber. | Milano | Mil. |
| Boston | Bost. or B. | Milwaukee | Milw. |
| Braunschweig | Brns. | München | Mün. |
| Cambridge | Camb. or Cb. | New Orleans | N.O. |
| Chicago | Chic. or Ch. | New York | N.Y. |
| Cincinnati | Cin. | Oxford | Ox. |
| Copenhagen | Copng. | Paris | Par. or P. |
| Dublin | Dub. | Philadelphia | Phil. or Ph. |
| Edinburgh | Edin. or Ed. | St Louis | St L. |
| England | Eng. | St Petersburg | St Pet. or St P. |
| Firenze | Fir. | San Francisco | San Fran. or |
| Glasgow | Glasg. or Gl. | | S. F. |
| Göttingen | Göt. | Stuttgart | Stut. |
| Kjobenhavn | Kjob. | United States | U. S. |
| Leipzig | Lpz. | Venice | Ven. or V. |
| Leyden | Ley. | Washington | Wash. or W. |

c Publisher. Separated from the name of the place by a comma (unless the name of the place is abbreviated or unless brackets are used) write the name of the publisher in the language in which it is given on the title-page. Give only the surname for well-known firms, e. g. Harper. Give two surnames if they are hyphenated or if you know of two firms having the same first surname. For an impersonal firm, e. g. New Truth pub. co. generally give the full name, using common abbreviations. For firms having a very common surname or for little known firms having the same surname as the author use secondary fulness for forenames. (For explanation of secondary fulness see section 24b below.)

1 List of publishers. For a list of publishers, with abbreviations, see the *A. L. A. catalog*, pt 1, p. 13-21. References in that catalog are not for forms to be used in cataloging, but for convenience in ordering; e. g. with the references "Clarendon, *see* Oxford university press," and "Westerman, *see* Lemcke & Buechner," the books should be cataloged with Clarendon and Westerman respectively as publishers, as on the title-page, but orders for the books should be sent to the Oxford university press and to Lemcke & Buechner.

2 Two or more publishers. In the case of two or more publishers follow by analogy the direction for two or more places of publication, given above as section 16b, note 1.

16c-d(2)

If a publisher not given first on the title-page is much better known, his name with the corresponding place of publication may be substituted for the place and publisher standing first on the title-page.

3 Author vs printer. If a book is issued by a printer for a society, institution, individual author or the like, usually consider the author or society, etc. as the publisher; e. g. "pub. by the author"; "pub. by the society", or if preferred give the name of the author or society. Use the name of the printer or the press only when doubtful of the responsibility of the author or society. If the name of the printer is used give after it the word "printer" (unless the relation is indicated in some other way) bracketing such information as is not given on the title-page.

4 Privately printed books. For privately printed books see *A. L. A. rules*, 154.

d Date. Follow the publisher's name (unless ending in an abbreviation or unless brackets are used) by a comma, and give the date of imprint. Give in *arabic* figures the date found on the title-page, unless the form of that date is characteristic of a special edition or otherwise worthy of note.

For dates other than those of the Christian era see *A. L. A. rules*, 155. For treatment of false dates see *Cutter*, 269.

(1) Different volumes with different dates. When different volumes of a set were published at different times, give inclusive dates, using for the second only the last two figures, unless the century changes; e. g. 1894-96, but 1898-1901.

If the date of v. 1 is later than the first date, this fact may be indicated in curves after the inclusive dates; as, 1908-14 (v. 1, '14).

(2) Substitutes for imprint date. When there is no imprint date, unless the date of publication is known from some other source give the copyright date (generally found on the back of the title-page), preceded by a superior c, and bracketed (except in the few cases when found on the title-page). When there is neither imprint nor copyright date give in brackets the date of preface or introduction etc. e. g. [pref. 1898] or [introd. 1903]. When no definite date is found use an approximate date if possible; e. g. [189-] or [19-]. If not even the century is certain use n. d., meaning no date, unless the work was clearly published so near the beginning of the century that an approximate date can be assigned. If a date, either exact or approximate, is merely probable and not certain use a question mark; e. g. [1903?] or [190-?].

Such phrases as "Entered in the clerk's office for the southern district of New York" have the same significance as the present copyright statement and should receive the same treatment.

When no copyright date is given but a statement is made of the original date of publication or the date of the first edition, this may be given in a note.

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(3) Copyright date differing from imprint date. If the copyright date differs from the imprint date give it in addition to the imprint date. Unless the copyright date is of a different century from the imprint date give it in abbreviated form as shown below. If there is more than one copyright date give the extreme dates, connected by a dash and writing the last in full only if the century changes.

- (4) Examples: 1906 [c1894] 1905 [c1893-1901]
 1906 [c'03] 1902-04 [c'02-03]
 1905 [c'01-05] 1897-1903 (v. 1, '03) [c1895-1900]

17 Collation. *a Definition.* See *A. L. A. rules*, pref. p. 13.

b Arrangement. See *A. L. A. rules*, 158.

c Position. The collation, constituting a separate group, is written one centimeter (four typewriter spaces) after the imprint.

d Fulness. Give full collation on only the main card and the subject cards. On other cards give as collation only the number of volumes when more than one.

e Volumes. Give in arabic figures the number of volumes, in all entries where more than one volume is included. If the number of volumes as given by the publisher differs from the number as bound give first the publisher's number followed by the number of bound pieces; e. g. 2v. in 1; 3v. in 2; 3v. in 6. On the main card and all subject cards follow this method, but on other cards give the item only when the bound work contains more than one piece. In that case give as on the main card. (See also note under f(4) below.)

f Paging. For works in one volume generally give, using arabic figures, the final main pagination as the publisher has given it.

By "final main pagination" is meant the last page number used by the publisher in the continuous numbering of the principal group of pages. This generally includes the index.

For a more detailed and exact method of recording the paging see *A. L. A. rules*, 160, and on p. 51 of that code the Library of Congress supplementary rule.

(1) Last numbered page a verso. If the last numbered page is a verso (i. e. the lefthand page) and there is printing on the following recto (righthand page) which is clearly a continuation of the preceding or if in the case of a separate list, table of contents, etc. (most frequent in French books) there is strong evidence that if the pages had been numbered they would have continued the

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previous paging, add to the publisher's final paging the number of pages which you think would have been included in the continuous paging if they had been numbered.

(2) Last numbered page a recto. If the publisher's last numbered page is a recto and there is merely a printed verso accept the publisher's paging unless the verso contains matter to which it is desirable to refer by page number in a note or in the contents. In this case the page number of the verso should be included in the pagination given in the collation.

(3) Misprints. If there is obviously a misprint the correct paging should be given in the collation in brackets, and the misprint mentioned in a note.

(4) More than one important group. If a book is made up of two or three groups of paging (not preface, index or appendix paging) which seem to be equally important, give each final pagination, connecting the groups by +, as 232+250+193p. If there are more than three such groups write v.p. meaning various paging.

If the groups are designated by the publisher as volumes 1, 2, etc. or as parts 1, 2, etc. or simply numbered without any such term as volumes or parts, regard as a case of 2v. in 1, 3v. in 1, etc. (See section *e* above.)

(5) Inclusive. If the publication in hand is only part of a work, being either leaves taken out of the original work or a reprint of some part, retaining the original paging, give the inclusive paging, as p. 127-53.

(6) Supplied or corrected page numbers. In any case where a page number (either for inclusive or final pagination) used on the card is not given on the page in the book it should be bracketed.

(7) Leaves. If leaves instead of pages are numbered write f. (for folios) instead of p.

(8) Columns. If columns instead of pages are numbered give the number of columns, and in brackets the number of pages, e. g. 388 col. [194p.]

(9) Numbering omitted. If numbering is omitted write Unp. (meaning unpagged) in the place for pages, except that for very thin or for very rare and valuable books, the pages may be counted and the actual number given in brackets.

(10) Volumes paged continuously. If a work in more than one volume is paged continuously both the number of volumes and the final paging may be given (e. g. 2v. 560p.) and a note added: Paged continuously.

g Illustrations. Use only the following terms in describing the

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illustrations of a book. Give in this order and use these abbreviations. Disregard plural forms except for words not abbreviated.

| | | |
|--------|-------------|--------|
| illus. | map, maps | tab. |
| pl. | plan, plans | diagr. |
| port. | facsim. | |

(1) Colored illustrations. When the coloring of illustrations distinctly adds to their value, prefix col. to the other specification of the illustrations.

(2) Few illustrations. Do not say illus. or pl. when a book has only a frontispiece or two or three unimportant pictures.

(3) Portraits. Specify a single portrait if it is of the subject of a biography, and in other cases when it is so related to the subject of the book as to add to the value of the collation. Specify also a single portrait when it is of the author and is contained in a book to the subject of which a portrait would not naturally be related, so that its relation to the author may be inferred, as in collected writings or in separate works in literature.

(4) Maps. Specify maps, either in the text or separate, in histories and all other books where they have any significance. When a map is not bound in, but is in a pocket inside the book cover, add a note; as, Map in pocket.

(5) Number of illustrations. Give the number of plates, maps etc. when easily ascertained.

(6) Plans, tables, diagrams. Do not mention plans, tables or diagrams except when numerous or important.

(7) Mention in title. Specially notable illustrations may sometimes be mentioned in the title, the name of the illustrator being given, but it is better to note them also in the collation, where the record would regularly be expected.

(8) Fuller specifications. For more detailed specifications see *A. L. A. rules*, 161 and on p. 52-53 of that code the Library of Congress supplementary rule.

(9) Definitions. For definitions of illustrations and plates see *A. L. A. rules*, pref. p. 15. The following definitions for the other specifications are taken from the *Century dictionary*.

Diagram: An illustrative figure giving only the outlines or a general scheme (not an exact representation) of the object; a figure for ascertaining or exhibiting certain relations between objects under discussion by means of analogous relations between the parts of the figure.

Facsimile: An exact copy or counterpart; an imitation of an original in all its proportions, qualities and peculiarities.

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Map: A drawing upon a plane surface representing a part or the whole of the earth's surface or of the heavens, every point of the drawing corresponding to some geographical or celestial position, according to some law of perspective etc. which is called the projection or, better, the map-projection.

Plan: The representation of anything drawn on a plane, as a map or chart; specifically, the representation of a building or other structure in horizontal section, as it stands or is intended to stand on the ground, showing its extent and the division and distribution of its area into apartments, rooms, passages etc. or its method of construction and the relation of its parts.

Portrait: A picture of a person, drawn from life, especially a picture or representation of the face.

Table: (a) An arrangement of written words, numbers or signs, or of combinations of them, in a series of separate lines or columns; a formation of details in relation to any subject, arranged in horizontal, perpendicular or some other definite order, in such manner that the several particulars are distinctly exhibited to the eye, each by itself.

(b) A synoptical statement or series of statements; a concise presentation of the details of a subject; a list of items or particulars.

h Size. Give the height of the book in centimeters, exact to one-half centimeter. (See *A. L. A. rules*, 164.)

A book is *narrow* if the width is less than three-fifths the height.

A book is *square* if the width is more than three-fourths the height.

A book is *oblong* if the width is more than the height.

In these cases give both dimensions; as, 13x16cm. (height first, width second). Measure the width from the hinge to the edge, not including the round.

Use the Cole size card, to determine proportions.

(1) Variations in a set. When the volumes of a set differ in size, if a large part of the volumes are of the same size give this as the size of the set, specifying in curves the exceptions; as, 7v. illus. pl. 25cm. (v.6, 24cm.); but if a large proportion of the volumes vary, specify for the distinct volumes; as, 7v. illus. pl.; v.1-2 and 6, 24cm.; v.3-5 and 7, 25cm. If there are so many variations that a detailed statement would be undesirably complicated give only the extremes of the sizes; as, 30v. port. 22-25cm., unless the difference in size is so great as to divide the set on the shelves, in which case a more specific statement should be made; as 25v. pl. maps, 24-30cm. (v.16 and 21-25, 26-30cm.)

(2) Atlases and portfolios. If volumes of a set are accompanied by an atlas or portfolio of the same size, give e. g. 76p. illus. and

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portfolio of 45pl. 35cm.; but if it is of a different size, give e. g. 2v. illus. pl. 26cm. and atlas, 29x27cm.

(3) Oversize volumes. For treatment when the difference in size necessitates separation on the shelves see also 18*d* below.

18 Call number. *a Definition.* The description of the book as called for above is for the publication as issued from the press. The call number, i. e. the number by which the book is called for, is the connecting link between the entry on the catalog card, and the book as shelved in the library. In most libraries it consists of the class number, showing the class or subject of the book, and the book number, i. e. the number assigned to the individual book within the class. Thus for Fiske's *History of the United States* the call number is ⁹⁷³_{F54}, the subject (United States history) being

indicated by 973, which is the Decimal classification number for that subject, while the individual book in the class is distinguished by F54, a combination representing Fiske, taken from the Cutter-Sanborn author table.

b Class work. For class work the call number for each book is given in the left margin of the list of books to be cataloged. Write the call numbers in black ink, close to the left edge of the card, the class number on the top line and the book number directly under it and as close to it as can be done without making it look crowded, in order that the two together may appear as a unit. In fiction, in accordance with the practice of many libraries, no class number has been given, the book number alone being used as the call number. In these cases give the book number on the top line, in the place generally occupied by the class number.

Many libraries give the call number in red or some other distinctive color.

c Letters. In the call numbers all letters should be printed except k (to distinguish from capital K) and l and q (to distinguish from the figures 1 and 9).

d Variations in call numbers for a set. When part of the volumes of a set, or an atlas or a portfolio so differs in size as to be shelved apart from the rest of the set give in its regular place the call number for the first or principal part of the set and in a note the exceptional volumes with their own call number; e. g. supposing the main call number for the book to be ⁹²⁰_{M45} with v. 16 and 21-25 oversize, give in a note: Call no. for v. 16 and 21-25: ⁹²⁰_{qM4}

or in the case of a set with the call number ^{759,}
R24 with an over-

size portfolio, give as a note: Call no. for portfolio: ^{759.}
qR2

If a distinctive color of ink is used for the call number the colon may be omitted before the call number in the note.

For an alternative treatment of atlases and portfolios, on the plan of added editions, see section 117 below.

19 Accession number. The accession number is the number given to a book in the order of its addition to a library and is the key to the chronologic record of additions. In the books to be cataloged it is given at the bottom of the first recto after the title-page. As a convenient connecting link between records it should be noted on the main card for each book, but being only for official use should be given on the back of the card.

All records on the back of the card should be so written as to be easily read by tipping the card forward when locked into the drawer. For the accession number turn the card forward from the top and write the number across the end, in what is then the lower left corner. For illustration see sample card under section 27c below.

a More than one volume or copy. When the work is in more than one volume or the library has more than one copy, accession numbers are to be given in the following form:

| | |
|----------------|-------------------|
| 5360 v. 1 | 14614 cop. 1 |
| 5361 v. 2 | 14615 " 2 |
| (or) | (or) |
| 5360-61 v. 1-2 | 14614-15 cop. 1-2 |

It is *necessary* to use the first of these forms when the accession numbers are not consecutive, and that form is preferable even when not necessary, as it facilitates a change in the record if a book is lost or withdrawn from the library.

20 Signature. Sign *each card* with your name or the special abbreviation given you for class work, writing the signature on the back of the card directly under the hole when the card is tipped forward (see sample under 27c).

In regular cataloging it is sufficient to sign the main card only as a clue to responsibility.

SUBJECT ENTRIES

21 Purpose. Some books, generally complete or partial collections of an author's writings, need only an author card, but as readers are quite as likely to be looking for material on a special subject as for the works of a special writer, those books which treat of a special subject should also have an added entry (for definition see *A. L. A. rules*, pref. p. 13) filed under the word or phrase indicating the subject. Such cards are called subject cards or subject entries. When a book is valuable for its treatment of more than one subject, a separate subject card should be made for each.

22 Form. These cards are in most respects like the author cards, the chief differences being the addition of the subject heading and the fulness of the author's name.

Author card

| | | | |
|-------|---|-------|---------------|
| 973.3 | Trevelyan, Sir George Otto, | bart. | |
| T81 | American revolution; new ed... | | N.Y. |
| | Longmans, 1905[^c 1898-1905] | | 3v.maps,21cm. |



Subject card

973.3
T81

U.S. HISTORY. REVOLUTION, 1775-83.
Trevelyan, Sir G. O. bart.
American revolution; new ed. . . . N.Y.
Longmans, 1905[1898-1905] 3v. maps, 21cm.



23 Subject heading. a Color and position. Write the subject heading in red ink on the top line, beginning at the second indentation; i. e. the inner vertical line. If the heading runs over the line indent subsequent lines one half centimeter (two typewriter spaces) further to the right.

Throughout this bulletin red ink headings and references are printed in small capitals.

b Choice of headings. Subject headings to be used in class work are given on the lists of books to be cataloged, but their use may be better understood through the following brief statement of principles governing their choice, for which the *A. L. A. list of subject headings* has served as the guide.

That term should be used as the subject heading for a book which most clearly and specifically expresses the contents of the book, as determined by a study of the title-page, preface, introduction, table of contents, or the book itself.

In choosing between synonymous headings preference should be given to the term (1) most familiar to the users of the library, (2) most used in other catalogs, (3) with fewest meanings other than the sense in which it is to be employed, (4) which brings the subject into the neighborhood of other related subjects.

c Spacing. (1) When a heading is in more than one part, separated by a period, leave a slight space (one-fourth centimeter in hand work, or one typewriter space) between the parts; i. e. between the main heading and the subhead, or between subheads.

In some libraries subheads are distinguished from the main heading by underlining, or are separated from it by a dash instead of a period.

23c(2)-24b(1)

(2) When the subject heading is a personal name which has an affixed title, to be followed by a subhead, the customary centimeter space before the title should be omitted, in order to make the personal designation appear more as a unit; e. g. WASHINGTON, GEORGE, PRES. OF U. S. BIBLIOGRAPHY.

d Abbreviations. Abbreviations should be used in the *heading* on the face of the card only in exceptional cases; e. g. U. S., the name of the state in which the library is located, the names of other states when following the names of places, and professional titles and titles of honor.

24 Author's name. a Position. On the line below the subject heading write the author's name, using the same indentation as on author cards.

b Fulness of author's name. On the author card the author's name is the first consideration and either the full form or the fullest well-known form is desirable, for purposes of identification, chiefly with a view to distinguishing authors of the same surname.

On the subject card the subject heading is the first consideration, and the author is secondary. Consequently a shorter form of name may often be used. The form used on subject cards is commonly designated as being of "secondary fulness" or "subject fulness." This generally consists of the author's surname (as on the author card) followed by the forename written in full when the author has only one, but by the initials of the forenames when the author has more than one. Titles of honor, etc. are used as on the author card.

The form used on the subject card should always correspond to the form on the author card. The forms specified above are those commonly used for secondary fulness, but for a small library it would generally be practicable to use only the initial when the author has but one forename, or even in a very small library to use for secondary fulness only the surname.

(1) Family names. The maiden name of a woman who is entered under her married name is written in full on *all* cards and inclosed in (). Also all surnames acquired by marriage and the family names of noblemen who are entered under title are written in full on all cards.

(2) Examples of author vs secondary fulness:

| <i>Author fulness</i> | <i>Secondary (or subject) fulness</i> |
|--|---------------------------------------|
| Washington, George, pres. of U. S. | Same |
| Allen, James Lane | Allen, J. L. |
| Beaconsfield, Benjamin Disraeli, 1st earl of | Same |
| Macaulay, Thomas Babington | Macaulay, T. B. Macaulay, |
| Macaulay, 1st baron | 1st baron |
| Cooke, Mrs Rose (Terry) | Same |
| Oliphant, Mrs Margaret Oliphant (Wilson) | Oliphant, Mrs M. O. (Wilson) |
| Parsons, Mrs Frances Theodora (Smith) Dana | Parsons, Mrs F. T. (Smith) Dana |

25 Title. *a Position.* Begin the title on the line following the author's name, indenting as on the author card.

b Length. The title on subject cards may vary in length from that given on the author card; usually in case of difference it will be longer.

For title-page checks see section 15b, note 1, above.

The title may vary in length on different subject cards. It should always retain the information which is of value in connection with the special heading under which it is filed.

c Other details. Follow the rules for title on the author card.

26 Imprint, collation and call number. Give as on the author card.

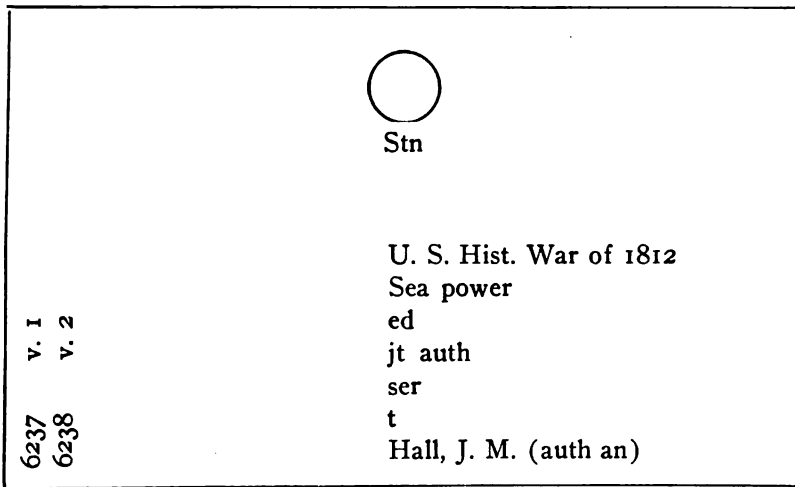
27 Tracing. *a Definition.* Tracing is the term used to cover the indication of entries made for a book. In its most common application it refers to the abbreviations or signs given on the main card to show the added entries, in order that all the cards for a book may be readily found if it becomes desirable to remove them from the catalog for correction or any other purpose.

b Form. The clearest form consists of entry words (see *A. L. A. rules*, pref. p. 14) for added entries, or of some term referring to the kind of card. For subject entries both the exact main heading and subheads should be given, to insure the easy finding of the card. For other added entry cards some indication of the kind of card is often quite as clear and at the same time shorter than the entry words, but the latter should always be used when necessary in order to make clear the heading designated. Perfectly obvious

abbreviations may always be used. Some of the most common abbreviations for this purpose are:

| | |
|---------|--------------------|
| an | (for analytic) |
| comp | (“ compiler) |
| ed | (“ editor) |
| illus | (“ illustrator) |
| jt auth | (“ joint author) |
| part t | (“ partial title) |
| ser | (“ series) |
| t | (“ title) |
| tr | (“ translator) |

Sample of back of card



SUBJECT REFERENCES

28 Definition. A "reference," as defined by the *A. L. A. rules*, is "a direction from one heading to another," and is to be distinguished from an "entry," which is "the record of a book in a catalog or list."

29 Purpose. References are designed to serve as connecting links between synonymous or related terms, and are of two kinds, "see" and "see also" references.

Either form may properly be made *from* a heading, even when there are no entries under that heading, but references should never be made *to* a heading under which no card will be found.

30 "See" reference. A reference from a term under which a reader might look, but which the cataloger does not intend ever to use as a heading, to the term which has been chosen to cover books on that topic; e. g. POLITICAL ECONOMY, see ECONOMICS.

1 The "see" reference is generally used for synonymous terms, or for terms so nearly synonymous that it is not worth while to try to separate the material.

2 For an alternative form see note 3 under 31 below.

31 "See also" reference. A reference from a term which the cataloger has used, or expects to use when the library has material to which it applies; e. g. ECONOMICS, see also BANKS AND BANKING; FACTORY SYSTEM; MANUFACTURES.

1 "See also" references are made from general subjects to their subordinate subjects, but not to their own subheads; e. g. ECONOMICS, see also BANKS AND BANKING; but *not* ECONOMICS, see also ECONOMICS. PERIODICALS; they are also made from subjects to related coordinate subjects and to illustrative subjects.

2 In general the lists of books used in the earlier part of the course will show whether a reference is to be "see" or "see also," unless the case is obvious. When two or more subject headings are assigned to a book it will not be indicated to which the reference is to be made unless there is thought to be reasonable room for doubt.

3 The "see" and "see also" references are the forms in general use, but the Wisconsin library school has adopted forms which probably, by a fuller wording, as shown in the samples below, convey the idea to the public more clearly.

32 Form. *a Specific references.* On the top line of the card, beginning at the second vertical line, write the heading from which reference is to be made, punctuating with a comma at the end unless the heading ends with an abbreviation. At the distance of one centimeter write in black either "see" or "see also" and on the follow-

32a

ing line the heading referred to, beginning at the outer vertical line. If either the heading referred from or the heading referred to occupies more than one line begin the additional line one half centimeter (two typewriter spaces) to the right of the inner vertical line.

The same reference need not be made more than once, as duplicate cards for the catalog are unnecessary. If there is occasion to repeat a reference on any list it will be sufficient to write on the back of the main card "ref. made." If the reference has been made for a previous list it should be handed in on subsequent lists as needed.

(1) Additional references. Additional topics should, instead of taking new cards, be added to cards already made, as occasion arises, thus bringing together in a single place all references from one subject; but general references (see *b* below) may often to advantage be kept separate from references to specific topics.

(2) Arrangement. In specific references in a card catalog topics referred to should be arranged in a column, additional topics being added at need.

The column arrangement is the clearest for a card catalog but an alternative is the paragraph form, in which one topic follows another on the same line, separated by a semicolon. The latter form is generally used in book catalogs, for its economy of space with corresponding economy in cost of printing, while the alphabetic order generally there followed makes consultation easier than would be the case with cards, where it would be impracticable to maintain alphabetic order, owing to the need of making additions.

Samples of reference cards

(For the sake of compactness, in subsequent samples only so much of the card will be given as is needed to illustrate the form.)

Usual form of a "see" reference

| | |
|--------------|-----|
| ORNITHOLOGY, | see |
| BIRDS | |

Alternative form used by the Wisconsin library school

| |
|-----------------------------------|
| ORNITHOLOGY |
| To be found in this catalog under |
| BIRDS |

For the general part of the statement on this and on the Wisconsin form given below, rubber stamps may be used or, better, in a library large enough to warrant it, the phrases may be printed on cards, in the proper position, leaving space to write in the subject words above and below.

Usual form for a "see also" reference, for a card catalog

LEGENDS, see also
MYTHOLOGY
FABLES
FOLKLORE
ANIMAL LORE
FAIRY TALES

Alternative form for a book catalog

LEGENDS, see also
ANIMAL LORE; FABLES; FAIRY TALES; FOLKLORE;
MYTHOLOGY

Form used by Wisconsin library school

LEGENDS
Material on this subject will also be found under
MYTHOLOGY

32b

b General references. Frequently when the list of specific topics to which references should be made would be long and a general direction will cover it, the general reference is preferable; e. g.

HISTORY.

For history of a special country or other locality, see name of the locality, subhead HISTORY; e. g. GREAT BRITAIN. HISTORY. For history of any subject see name of that subject; e. g. EDUCATION. HISTORY.

For subjects on which the library has few books the subhead HISTORY may be omitted.

Suggestions for forms of wording for general references

(For indention see sample abo.-e.)

BIBLIOGRAPHY.

For bibliography of a person or other subject see name of that subject, subhead BIBLIOGRAPHY, as WASHINGTON, GEORGE, PRES. OF U.S. BIBLIOGRAPHY; OR HISTORY. BIBLIOGRAPHY.

BIOGRAPHY.

This heading is used for very general works only. For biography of a special class of men see name of that class, as ARTISTS; for biography limited to a special locality see name of that locality, subhead BIOGRAPHY, as OHIO. BIOGRAPHY; or BOSTON. BIOGRAPHY; for biography of an individual see name of that individual, as LONGFELLOW, HENRY WADSWORTH.

COMPOSERS.

For lives of individual composers see names of the composers, as GRIEG, EDVARD HAGERUP.

GENEALOGY.

For genealogy of a special locality see name of that locality, subhead GENEALOGY, as NEW ENGLAND. GENEALOGY; for genealogy of a special family see name of that family, as ALLEN FAMILY.

MANNERS AND CUSTOMS.

For manners and customs of any special locality see name of that locality, subhead SOCIAL LIFE AND CUSTOMS, as SPAIN. SOCIAL LIFE AND CUSTOMS.

PUBLIC SCHOOLS.

For works on the public schools of cities, towns etc. see name of the place, subhead PUBLIC SCHOOLS, as CHICAGO. PUBLIC SCHOOLS.

TEACHING.

For methods of teaching any special subject see name of that subject, subhead STUDY AND TEACHING; as, ARITHMETIC. STUDY AND TEACHING.

LANGUAGE.

For works on any special language see name of that language under its local adjective, as ENGLISH LANGUAGE.

DICTIONARIES.

For dictionaries of any language or other special subject see name of that subject, subhead DICTIONARIES, as ENGLISH LANGUAGE. DICTIONARIES; or ARCHITECTURE. DICTIONARIES.

READERS.

For reading books for learning a language see name of that language under its local adjective, subhead READERS, as GERMAN LANGUAGE. READERS. For selections suitable for exhibitions etc. see heading RECITATIONS AND READINGS.

LITERATURE.

For literature of a special locality see name of the literature under the local adjective, as FRENCH LITERATURE; or the name of the locality, subhead LITERATURE, as SOUTHERN STATES. LITERATURE. For works of an individual writer see his name, as Ruskin, John.

POETRY.

For poetry of a special locality see name of that poetry under its local adjective, as ENGLISH POETRY; or the name of the locality, subhead POETRY, as WESTERN STATES. POETRY. For works of an individual poet see name of that poet, as Arnold, Matthew.

ENGLISH POETRY.

For works of an individual poet, see name of that poet, as Arnold, Matthew.

AMERICAN POETRY.

For works and collections covering both American and English poetry see entries under heading ENGLISH POETRY. For works of an individual poet see his name, as Lowell, James Russell.

33 Color in references. In all references, terms (whether referred *from* or *to*) which by their nature could be used only for subjects (as, Painting) or forms of literature (as, Essays) should be written in red, but headings which might be used for authors should be written in black.

As a matter of convenience all personal names should be included under the rule for authors, even though in a few cases it may seem certain that they will never be used as author headings.

33-36

This rule for the use of black ink applies merely to headings in *references*. The heading for the entry of a book should be in black or red according to the relation of the person to the book; i. e. the name of the person should be written in black when that person is the author of the book cataloged, but in red when he is the subject, as of a biography or criticism. The name of a person referred *to*, should, however, be in red when he is referred to *strictly in the subject relation* as shown in the sample card for BIOGRAPHY, but in black when referred to as author, as in the sample for POETRY.

34 Fulness of forms. Personal names used as subject headings take the same fulness as for author headings, and when referred *to* in a reference should be given the exact full form used in the heading.

Headings referred *to* in references should be general in form if their relation to the heading referred *from* is general; e. g. supposing that a book with the subject heading U.S. HISTORY. REVOLUTION, 1775-83, was the first book in the library with a subject card for United States, it should take at least three references, (1) NORTH AMERICA, see also UNITED STATES, (because all books on the United States, whatever their subheads, would have a relation to North America); (2) AMERICAN HISTORY, see U. S. HISTORY (because the term American history is used as synonymous with United States history as a whole); (3) AMERICAN REVOLUTION, see U. S. HISTORY. REVOLUTION, 1775-83 (because in this case the heading referred from relates distinctly to the heading carried down to the period division).

35 Reference from red heading to black. Occasionally reference may be made from a red heading to a black heading; e. g. AGRICULTURE. U. S. see also U. S. Agriculture dep't; or, GREAT BRITAIN. HISTORY. VICTORIA, 1837-1901, see also Victoria, queen of Great Britain.

36 Call numbers and tracing. Call numbers should not be given on reference cards nor should the references be traced on the catalog cards, as they refer to the subject in the abstract and not to any particular book.

An official list of subject headings used and references made should be kept in some form. It may generally be done by checking and annotating the *A. L. A. list of subject headings*, but if the practice of the individual library varies widely from this list a separate record on cards will be more convenient.

TITLE ENTRIES

37 Purpose. Along with those books which require only the author card and those, which, treating of definite subjects, need also subject cards, come many books which are likely to be known and asked for by title. For these, "title cards", or "title entries" (see definition in *A. L. A. rules*, pref. p. 16) should be made. This class of books consists mainly of novels, dramas, and poems and other works with specially memorable titles.

While the form of author's name to be used on the author cards, and the subject headings and subject references will be given on the lists of books to be cataloged, title cards are to be made when they seem advisable to the student. Although title cards are often made in addition to subject cards they should be so made only when the title is sufficiently different from the subject heading to answer a separate need.

38 Form. *a Position of title.* Begin the title on the top line, at the inner vertical ruling. If the title runs over the line indent all subsequent lines before the author's name one half centimeter (two typewriter spaces) further to the right, to give distinctness to the beginning of both the title and the author's name.

b Length of title. The title on the title card is often shorter than on the author card, but a short subtitle or alternative title may generally be included to advantage, specially in the case of a very short main title, where the danger of confusion with another similar title is greatest.

c Marks of omission. Use . . . for omissions at the beginning or in the midst of the title, as on the main card, but not at the end.

As the title card is used simply as the means of learning whether a specific book is in the library, the same degree of bibliographic exactness as given on the main card is not important.

d Imprint. One centimeter after the title give simply the imprint date, or if there is no imprint date give whatever is substituted for it on the main card. Do not give the copyright date in addition to the imprint date. If different volumes of a set have different imprint dates give inclusive dates; as, 1897-1904.

If v.1 is dated later than the first imprint date no mention is to be made of this fact.

e Collation. One centimeter after the date give merely the number of volumes if more than one. For works bound in a greater or less number of volumes than the numbering of the publisher see section 17e above.

38f-g

f Author's name. On the line after the title etc. write the author's name, in secondary fulness, using the same indentation as on the author card.

Here, and on all other added entry cards, the author's name is a secondary consideration (as explained in connection with the subject card) and a shortened form may therefore be used.

g Call number. Give the call number in the regular place.

Sample cards

Author card

| | |
|-------|--|
| T363v | Thackeray, William Makepeace. (The) Virginians: a tale of the last [i. e. the 18th] century; with...illustrations by the author... Bost. Houghton, 1896[^c 89] 2v. illus. 20.5cm. |
|-------|--|

On the back of the main card should be written the accession numbers, and t to trace the title card.

Title card

| | |
|-------|---|
| T363v | (The) Virginians: a tale of the last [i. e. the 18th] century. 1896. 2v. Thackeray, W. M. |
|-------|---|

EDITORS, COMPILERS AND TRANSLATORS

39 Definitions. For definitions of editor and compiler see *A. L. A. rules*, pref.p.14.

40 Names of editors etc. in title. For the inclusion of the names of editors etc. in the title on the main card and subject cards see section 15c, note 3, above. For fulness of names see section 15f.

41 Desirability of added entries. Added entry cards for editors, compilers and translators may be made very freely in a large library where there is likelihood of call for all the literary work of a man in whatever capacity. In a small library they may generally be omitted except when the editor, compiler or translator is a person of special importance (from either the general or the local standpoint) or the book in hand is likely to be looked for under his name. Of the three classes the translator cards are the most likely to be important.

For class work these cards are to be made regularly. During the earlier part of the course they will be noted on the lists of books to be cataloged. Later they will be indicated only when supplementary information in regard to the form of name is needed.

Read *Cutter, III*, where "references" are recommended, corresponding to the added entries of the *A. L. A. rules*.

42 Two or more editors, compilers or translators. In the case of two or more editors, compilers or translators for a book a separate card is made for each without reference to the others.

This rule applies to editors etc. when another person is treated as author. For two or more editors etc. as authors see section 66.

43 Form. a Heading for editor etc. Give the name of the editor, compiler or translator on the top line, in author fulness, including professional titles and titles of honor as in author headings (see *A. L. A. rules*, 57), followed after one centimeter space by the abbreviation ed., comp. or tr. Begin the heading at the inner vertical ruling. If it runs over the line indent subsequent lines one half centimeter (two typewriter spaces) further to the right.

If the same person compiles and edits a work, the work of compiling is so far covered by the editorial work that it need not be separately recognized in the heading, but the work of compiling and of translating or translating and editing are sufficiently distinct so that when both are done by the same person a single added entry card should be made for him, in the heading of which both branches of his work should be recognized (see sample for Wall, below).

43b-e

b Author's name. On the line below the heading give the author's name, in secondary fulness, including professional titles and titles of honor, indenting as on the author card.

c Title. Write the title on the line after the author's name, beginning at the inner vertical ruling but coming back to the outer indentation for subsequent lines. A short title may generally be used and the name of the editor, translator or compiler may be omitted from the title, since the heading shows his relation to the book. Omissions should, as on title cards, be indicated by the ... when occurring at the beginning or in the midst of the title but not at the end.

d Imprint and collation. For spacing and for fulness of imprint and collation follow the same rules as for title cards, 38 *d-e* above.

e Call number. Give the call number in the usual place.

Author card

| | |
|---------|--|
| 591.942 | White, Gilbert. |
| W58 | Natural history and antiquities of Selborne; ed... by L. C. Miall and W. W. Fowler. N.Y. Putnam, 1901. 386p. facsim. 19.5cm. |

Editor cards

| | | |
|---------|---|-----|
| 591.942 | Miall, L[ouis] C[ompton] | ed. |
| W58 | White, Gilbert. | |
| | Natural history and antiquities of Selborne. 1901. | |

| | | |
|---------|---|-----|
| 591.942 | Fowler, W[illiam] Warde, | ed. |
| W58 | White, Gilbert. | |
| | Natural history and antiquities of Selborne. 1901. | |

Author card

| | |
|-----|--|
| 842 | Molière, Jean Baptiste Poquelin. |
| M72 | Dramatic works; tr. into English prose, with...introductions and...notes, by C.H.Wall... Lond. Bell., 1876-77. 3v. 1 port. 19cm. |

Translator and editor card

| | | |
|-----|----------------------|--------------|
| 842 | Wall, Charles Heron, | tr. and ed. |
| M72 | Molière, J. B. P. | |
| | Dramatic works. | 1876-77. 3v. |

ILLUSTRATORS

44 *Illustrator as main or added entry.* See *A. L. A. rules*, 4. Books calling for the main card under the name of the illustrator are the exception. The more usual situation is that of the illustrations as a secondary feature and it is for these cases that provision is made in the following rules.

When the main card is made under the name of the illustrator a card for the author of the text is best treated as a "general secondary" entry (described below under 47).

45 *Importance of illustrator.* Illustrator cards are used much less freely than editor and translator cards, being made only when the illustrator himself or the illustrations of the book in hand are considered specially important. Except when important the name of the illustrator need not be included in the title on the main card, even though it is on the title-page, but when included it should follow the same rules as for editors, 15f.

46 *Form for illustrator card.* Follow the rules for editor cards, except for the substitution of illus. one centimeter after the name, in place of ed. in the heading.

GENERAL SECONDARY ENTRIES

47 Definition. Entries made for individuals, societies, government departments, etc., having some kind of author connection with the book, important enough to warrant recognition, yet not really that of author nor such as can be readily defined by a single word, as "editor", "translator", etc.

A general secondary entry may be made, for example, for a society or department to which a report is made or which authorizes a publication, or for an individual on whose writings the work in hand is based, as in the case of a book or story rewritten or adapted. This must not be confused with an abridgment, in which the author's own words are retained, the alteration consisting chiefly in omissions. For an abridgment the author heading should be the same as for the original work, the abridger being regarded as an editor.

A general secondary card is of special value in case of doubt as to which of two headings should be used for the main entry.

48 Treatment. Same plan as for editor cards (section 43), except that no term corresponding to ed. is used in the heading and since the relation of the party named in the heading is not thus defined, sufficient information to justify entry under the heading should be included either in the title or in a note.

Author card

| | |
|--------------|--|
| 580.7 L43 | Leavitt, Robert Greenleaf. Outlines of botany for the high school laboratory and classroom, based on Gray's Lessons in botany; prepared at the request of the botanical department of Harvard university. N.Y. Amer. bk co. [1901] 272p. illus. 21cm. |
|--------------|--|

General secondary card

| | |
|--------------|---|
| 580.7 L43 | Gray, [Asa] Leavitt, R. G. Outlines of botany for the high school laboratory and classroom, based on Gray's Lessons in botany. [1901] |
|--------------|---|

NOTES: MISCELLANEOUS

For series notes see 67-71 below.

49 Scope and order. See *A. L. A. rules*, 168, and the footnote on p. 56 of that code.

Dates covered by works of history or travel are, when not given elsewhere on the card, specially valuable.

50 Where given. Notes should be given on the cards where most useful; e. g. notes regarding the author should be given on the author card; bibliographies which, as is generally the case, concern the subject should be given on the subject card; notes showing the language of a book, when not indicated by the title, should be given on author, subject and title cards; notes of imperfections should be given on all cards.

51 Form. Notes should be definite and concise, and those concerning the contents of a book, as a biographical sketch or bibliography, should when practicable include the page references; as, Bibliography, p. 436-53; or, Biographical sketch of the author, pref. p. 11-27.

Page references should be given in arabic, even when roman numerals are used in the book; e. g. pref. p. 34-77, rather than p. xxxiv-lxxvii. Chapter headings for bibliographies etc. are generally to be preferred, but when there is no chapter heading or when it does not cover the situation satisfactorily, occasionally a general term or other supplied phrase may be used to advantage.

52 Sequels and supplements. Notes of sequels should refer both to earlier and later volumes in the sequence, making the order clear. When any work is followed by a supplement which calls for a separate main entry; e. g. a continuation under a different author (see *A. L. A. rules*, 14) or one in periodical form, connecting notes should be given on the cards for both the original work and the supplement.

53 Position. In general omit one line after the regular entry, before miscellaneous notes, if there is room to do so without carrying the writing too far down on the card or necessitating the use of an extra card.

54 Indention. Begin the note at the second indention, but use outer indention for subsequent lines.

JOINT AUTHORS

55 Definition. See *A. L. A. rules*, pref. p. 15. Notice the contrasting definition in *Cutter*, p. 21, but follow *A. L. A.*

56 Treatment. Three important methods of treatment in somewhat general use are shown below, but for class work Method 1 is to be followed, which is a slight amplification of the *A. L. A.* rule.

Read *A. L. A. rules*, 2, and for different method *Cutter*, 3-4 and 218.

a Method 1. (1) Books by two or three authors. For a book written jointly by two or three authors (including correspondence) make the main entry under the name of the one first mentioned on the title-page, followed by the name of the second or the names of the second and third. Make added entries in which each of the additional authors is given the first place on the card, and the author given first on the main card is given the second place. Use the inverted form for each name included in the heading. For the name used first in *each* heading given author fulness with professional titles and titles of honor, for the other names use secondary fulness with professional titles and titles of honor. Begin each joint author heading at the outer indentation; if the heading runs over the line indent subsequent lines one half centimeter (two typewriter spaces) to the right of the second vertical line. Use brackets according to previous rules.

Examples: Stevenson, Robert Louis, and Osbourne, Lloyd.

Osbourne, Lloyd, and Stevenson, R. L.

Cheston, Henry C[lyfford], Gibson, J. S. and Timmerman, C. E.

Gibson, J. Stewart, Cheston, H. C. and Timmerman, C. E.

Timmerman, Charles E., Cheston, H. C. and Gibson, J. S.

1 Number of authors in heading. Provision is made in the direction above for the use of three names in the heading, in order that the form for any number of names may be understood, but unless a library has already adopted the use of three or more names it is recommended that the *A. L. A.* rule for two names only in the heading be followed, except in a case where another author is of special importance.

2 Punctuation. Notice that to distinguish clearly the different authors, the comma is needed between the names of joint authors not connected by "and," even though the preceding name ends with a period, brackets or curves; also that the comma is used before the "and" *unless* the preceding name ends with a period, brackets or curves, when the appearance seems to justify its omission.

56a(1)-(3)

3 Exceptions. When two authors always write jointly, reference may be made from the second to the first, instead of an added entry being made for each book; as,

| |
|---|
| <p>Chatrian, Alexandre, and Erckmann, Émile, see Erckmann, Émile, and Chatrian, Alexandre.</p> |
|---|

(or)

| |
|-----------------------------|
| <p>Chatrian, Alexandre.</p> |
|-----------------------------|

| |
|---|
| <p>Books by this author will be found in this catalog under the heading Erckmann, Émile, and Chatrian, Alexandre.</p> |
|---|

(In the second of these forms all except the names should preferably be printed or put on by rubber stamp.)

For joint authorship of corporate bodies, e. g. societies or government departments, Method 2 given below is to be preferred, to avoid the complicated headings likely to result otherwise.

(2) Books by more than three authors. For a book written jointly by more than three authors make the main entry under the name of the first, followed by the phrase "and others", e. g. Grant, Russell Andrew, and others. Added entry *may* be made for each additional author but, unless a library is trying to keep a *complete* record of its material by all authors, is important only in exceptional cases, e. g. when the additional author is of special importance from either the general or the local standpoint or for some other reason is specially likely to be looked for. If an added entry is made it would take the form: Storrs, Martin Lee, Grant, R. A. and others, giving the names of only the author for whom the entry is being made and of the author given on the main card.

If in the case of a book by more than three joint authors only two or three are *named* treat as in the case of two or three joint authors except for the use of the phrase "and others" after the names.

Brackets are not used around the phrase "and others" in the heading.

(3) Title on main card. The title on the main card follows the rules previously given for main cards. When the names of all the authors are given in the heading they need be repeated in the title only in unusual cases, according to the principle for writing titles under single authors. When the authors are not all mentioned

56a(3)-(5)

in the heading (as in the case of more than three) their names may, if thought advisable, be included in the title (without inversion, in secondary fullness, omitting professional titles and titles of honor, or in shorter form if so given on the title-page) or in a note or contents, the advisability of this being determined by the number of the authors and their importance.

1 When there are too many authors to warrant a complete list, give the name of only the first or the name of the first and a selection of the most important of the others, accounting for the remainder by adding at the end of the names mentioned, the phrase "and others", using brackets if the information is given in the title on the cards and the phrase is not on the title-page. The author heading often covers the case sufficiently.

2 When the authors' names are not all included in the heading and are omitted either wholly or in part from the title indicate such omissions in the title by . . . for each omission, whether of a single name or of two or more consecutive names.

(4) Title on added entry joint author cards. The title on added entry joint author cards (i. e. entries for second and third authors) should be given briefly, following rules for added entry editor cards (section 43c).

(5) Imprint and collation. The imprint and collation are given on the main card as on other main cards; on added entry joint author cards, they follow the rules for added entry editor cards (section 43d).

Samples of Method 1

Main card

| | |
|-----|--|
| 915 | Allen, Thomas Gaskell, and Sachtleben, W. L. |
| A43 | Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903[^c 1894] 234p. illus. port. 19.5cm. |

Subject card

| | |
|-----|--|
| 915 | ASIA. DESCRIPTION AND TRAVEL. |
| A43 | Allen, T. G. and Sachtleben, W. L. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm. |

Added entry joint author card

| | |
|-----|---|
| 915 | Sachtleben, William Lewis, and Allen, T. G. |
| A43 | Across Asia on a bicycle. 1903. |

Title card

| | |
|-----|------------------------------------|
| 915 | Across Asia on a bicycle. 1903. |
| A43 | Allen, T. G. and Sachtleben, W. L. |

b Method 2. (1) Heading for main card. Make the main entry for the book under the name of the author first mentioned on the title-page, giving only his name in the heading.

(2) Title on main card. Under this method include in the *title* (without inversion, in secondary fulness or in shorter form if so given on the title-page) or in a note or contents, the names of the authors if not more than three. If the names are given in note or contents instead of in the title, use... in the title to indicate the omission. For more than three authors, follow for title the rule under Method 1.

(3) Added entry joint author cards. For the added entry joint author cards give as the heading only the name of the additional author being treated, including the authors' names in the title as for the main card.

(4) Imprint and collation. As for Method 1.

Samples of Method 2

Main card

| | |
|------------|--|
| 915 A43 | Allen, Thomas Gaskell. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking; by T. G. Allen and W. L. Sachtleben. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm. |
|------------|--|

Subject card

| | |
|------------|---|
| 915 A43 | ASIA. DESCRIPTION AND TRAVEL. Allen, T. G. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking; by T. G. Allen and W. L. Sachtleben. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm. |
|------------|---|

(or as in Method 1)

| | |
|------------|--|
| 915 A43 | ASIA. DESCRIPTION AND TRAVEL. Allen, T. G. and Sachtleben, W. L. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm. |
|------------|--|

Added entry joint author card

| | |
|------------|--|
| 915 A43 | Sachtleben, William Lewis. Across Asia on a bicycle... by T. G. Allen and W. L. Sachtleben. 1903. |
|------------|--|

Title card

| | | |
|-----|---|-------|
| 915 | Across Asia on a bicycle...by T. G. Allen | |
| A43 | and W. L. Sachtleben. | 1903. |
| | Allen, T. G. | |

(or)

| | | |
|-----|---|-------|
| 915 | Across Asia on a bicycle. | |
| A43 | Allen, T. G. | |
| | Across Asia on a bicycle...by T. G. Allen | |
| | and W. L. Sachtleben. | 1903. |

(or as in Method 1)

| | | |
|-----|------------------------------------|-------|
| 915 | Across Asia on a bicycle. | 1903. |
| A43 | Allen, T. G. and Sachtleben, W. L. | |

c Method 3. (1) Main entry. Make the main entry under the name of the first author, as in Method 2, following the same rules for title, imprint and collation.

(2) Added entry joint author cards. Make the added entry joint author cards according to the rules for added entry editor cards (section 43), except that "joint author" is substituted in the heading for the abbreviation "ed."

Sample of Method 3*(Main card, subject card and title card as in Method 2)**Added entry joint author card*

| | | |
|-----|----------------------------|---------------|
| 915 | Sachtleben, William Lewis, | joint author. |
| A43 | Allen, T. G. | |
| | Across Asia on a bicycle. | 1903. |

57a-c

57. Relative advantages and disadvantages of different methods. *a Method 1.* (1) Advantages. (a) Represents in the heading the authorship as it appears on the title-page.

(b) Avoids the necessity for repeating the authors' names in the title.

(2) Disadvantage. Produces a complication in alphabetizing. Headings in which more names than one appear may either be arranged in a separate alphabetic group after the entries in which the first author's name is given alone, e. g. the cards for Besant, Sir Walter, and Rice, James, after the works of Besant, Sir Walter, alone; or the works by joint authors may be alphabetized in with the works of the author alone; e. g. Besant, Sir Walter, and Rice, James. *Chaplain of the Fleet*, between Besant, Sir Walter. *Captain Cook*, and Besant, Sir Walter. *Children of Gibeon*.

By the former arrangement the reader may look for the book in the first series of titles and overlook the fact that there is a second; by the latter arrangement the reader who is accustomed to finding the joint authors arranged after the single authors may think, on seeing a joint author card, that he has reached the end of the works by the single author. Of the two arrangements confusion seems less likely to result from the second.

b Method 2. (1) Advantage. Simplifies the alphabetizing.

(2) Disadvantages. (a) If only one name is given in the heading the book is not so readily identified by the reader who knows it by the names of the two or three authors.

(b) On every card, if the joint authorship is to be represented, the names of the authors must either be included in the title, which involves much repetition, or else for *added entry cards* the cataloger must revert to Method 1, and represent the joint authorship on the author line.

c Method 3. (1) Advantages. (a) Simplifies the alphabetizing.

(b) Is best adapted to printed cards, where all cards are originally exactly alike.

(2) Disadvantages. (a) Represents all the authors except the first in a subordinate relation, like editors, translators etc.

(b) Results in the arrangement of the added entry joint author cards in a second series of titles among the works of those authors as editors, translators etc. where the cards are likely to be entirely overlooked by the reader who looks for the book under the name of a second or third author.

NAME REFERENCES

58 When made. References should be made to the exact form chosen for entry, from any other form under which the reader is likely to look, unless the difference is so slight as to be unlikely to affect the place of the card in the catalog. Some of the most important classes of references are noted below, but many others will come up from time to time, to which the general principle will apply.

59 Fulness. The form referred to should be in author fulness, including professional titles and titles of honor but excluding such terms as ed., tr. etc. which are not a part of the person's name but merely show his relation to a particular book. Brackets should not be used in references except in very unusual cases, e. g. a corporate entry in which some explanatory term has been introduced; as, Albany, N. Y. St Peter's [Episcopal] church.

60 Color. Use black ink for all name references.

61 Examples. *a* Noblemen entered under title; e. g. Avebury, John Lubbock, 1st baron, with reference from Lubbock, John, 1st baron Avebury (*A. L. A. rules, 33*)

b Noblemen entered under family name; e. g. Walpole, Horace, 4th earl of Orford, with reference from Orford, Horace Walpole, 4th earl of (*A. L. A. rules, 33*)

c Married women who are entered under the married name but have also published books under either the maiden name, e. g. Ward, Mrs Elizabeth Stuart (Phelps), with reference from Phelps, Elizabeth Stuart; or under an earlier married name, e. g. Parsons, Mrs Frances Theodora (Smith) Dana, with reference from Dana, Mrs Frances Theodora (Smith), also from Dana, Mrs William Starr, and from Parsons, Mrs James Russell, jr (*A. L. A. rules, 41*)

d Married women whose books are regularly published under an earlier form, either the maiden name, e. g. Potter, Margaret Horton, with reference from Black, Mrs John Donald; or an earlier married name, e. g. Wiggin, Mrs Kate Douglas (Smith), with reference from Riggs, Mrs George Christopher (*A. L. A. rules, 41*)

e Compound surnames, which are generally to be entered under the first part with reference from the second; e. g. Watts-Dunton, Theodore, with reference from Dunton, Theodore Watts- (*A. L. A. rules, 25*)

In many libraries and reference books the opposite practice prevails.

61f-k

f Unused forenames; e. g. Conradi, Bruno, with reference from Conradi, Karl Paul Bruno (*A. L. A. rules*, 28)

g Full name with reference from familiar shorter form; e. g. Matthews, James Brander, with reference from Matthews, Brander

h Changed names; e. g. Stretton, Hesba, with reference from her original name, Smith, Hannah (*A. L. A. rules*, 40)

i Variant spellings of either forenames or surnames; e. g. Karl, or Carl; Turgenev, or Tourguéneff.

j Modified vowels (*A. L. A. rules*, 131)

For the modified vowels a general reference is sometimes used; e. g.

Bä

Names beginning Bä and Bae are arranged together as Bae.

While this method is recognized as a possibility it is not advised, as a reader who was looking for Bärmann would not be likely to see a reference under Bä, which would be filed at the beginning of the Ba's. A specific reference from each name will be found much more satisfactory.

k Surnames with prefixes (*A. L. A. rules*, 26)

Under very common prefixes a general reference may be made; e. g.

De

Foreign names beginning with this prefix will be found in this catalog under the latter part of the name.

This suggestion is, however, open to the same criticism as that for the modified vowels above.

• Sample references

Instead of the "see" references given below the same form may be used as suggested for "see" subject references under section 32, or for pseudonyms on p. 83, sample card 7.

| | |
|------------------------|--------------------|
| Lubbock, John, | 1st baron Avebury, |
| see | |
| Avebury, John Lubbock, | 1st baron. |

| | |
|-------------------------|---------------------|
| Orford, Horace Walpole, | 4th earl of, |
| see | |
| Walpole, Horace, | 4th earl of Orford. |

| | |
|-------------------------------------|-----|
| Phelps, Elizabeth Stuart, | see |
| Ward, Mrs Elizabeth Stuart (Phelps) | |

| | |
|--------------------------|-----|
| Black, Mrs John Donald | see |
| Potter, Margaret Horton. | |

| | |
|---------|-----|
| Göthe, | see |
| Goethe. | |

(or)

| | |
|------------------------------|-----|
| Göthe, Johann Wolfgang von, | see |
| Goethe, Johann Wolfgang von. | |

Müller.

See this name arranged as though written
Mueller.

(or)

Müller, Friedrich Max.

See this name arranged as though written
Mueller, Friedrich Max.

References from modified vowels are to be arranged with the same vowels unmodified, while in headings for *entries* ä, ö and ü are arranged as though written ae, oe, and ue. (See *Cutter*, 299.)

COMPILER, EDITOR OR TRANSLATOR AS AUTHOR

62 Main entry. See *A. L. A. rules*, 126.

1 Under this principle are generally included bibliographies, cyclopedias, dictionaries, genealogies, and collections of poems, essays, stories etc. by numerous writers, when some known individual is evidently responsible for the book as a whole. (See *Cutter*, 98.)

2 For the distinction between compiler and editor see definitions in *A. L. A. rules*, pref. p. 14. See also definition of author in *Cutter*, p. 14. Generally compiler is used for makers of bibliographies, dictionaries and genealogies; editor for cyclopedias; either compiler or editor for collections of poetry or prose, according to whether the work has been merely collecting or has included also editorial work in the way of notes, important introductions etc. Translator is used when the maker of a collection has also translated it into a different language. While these suggestions cover in a general way the use of the terms it is usually best in choosing to be guided by the phraseology of the title-page unless there is strong reason to the contrary, but remembering that the maker of such works as indicated above is generally regarded as something else than an author, even though not specifically designated on the title-page.

63 Treatment of name. When the main entry is made under the name of a compiler, editor or translator, this name is treated on all cards, in every respect (i. e. indention, fulness etc.) as though it were the name of the author of the book, except that in the case of persons (but not of corporate bodies) it is followed after one centimeter space by the abbreviation comp., ed. or tr. as the case requires. (See *A. L. A. rules*, 57.)

Except in some name references, all names used in headings on the cards, (except the second and third authors in a joint author heading) whether representing author, compiler, editor, illustrator, translator, general secondary or subject, are written in *author fulness, including professional titles and titles of honor*, in order that the form may be identical with that used for the same person if he appears as author.

64 Title, imprint, collation etc. For both main and added entry cards, follow the same directions as for books of simple authorship.

65 Compiler etc. in the secondary relation. For treatment in the secondary relation, in contrast with the treatment as author described above, see sections 39-43.

66 Joint compilers etc. as authors. Treat as in the case of joint authors except for the use of the abbreviation comp., ed. or tr. at the end of the heading, one centimeter after the combination of names, not after the first alone.

Notice the difference in treatment between two or more compilers or editors etc. *as authors* and two or more editors etc. *in the secondary relation* (section 42).

Main card

Selected list of plays for amateurs and students of dramatic expression in schools and colleges... Cin. E.A.McFadden, 1908.
96p. 22.5cm.

Subject card

O16.822 DRAMA. BIBLIOGRAPHY.
 M14 McFadden, E. A. and Davis, L. E. comp.
 Selected list of plays for amateurs and stu-
 dents of dramatic expression in schools and
 colleges... Cin. E.A.McFadden, 1908.
 96p.22.5cm.

Joint compiler (as author) card

016.822 Davis, Lillian E. and McFadden, E. A.
M14 comp.
Selected list of plays for amateurs and stu-
dents of dramatic expression. 1908.

When Method 2 or Method 3 for joint authors is used, instances of joint compilers etc. as authors should conform to the same method.

SERIES NOTES

67 Definitions. See in *A. L. A. rules*, pref. p. 16, definition for Series, first paragraph; also definition for Series note in *A. L. A. rules*, pref. p. 16, and *Cutter*, p. 22.

68 When given. Give series note for all series falling under the definition referred to above. These may be designated in the publisher's language, by the word "series", as "Pitt press series"; by the word "library", as "Seaside library"; or by some similar word; or a name may be given to the series without including any general term of this nature, as "Story of the nations."

69 Where found. In addition to the places mentioned in the *A. L. A. rules* (namely at the head of the title-page, on the half-title or on the cover) the name of the series may appear at the head of an advertising page but in such cases should be used with caution, i. e. it should be carefully considered whether the phrase used is really a definite name for a series or simply a general descriptive term; as, Historical publications, Stories of adventure. If such a list appears with a title slightly differing from the title-page heading, half-title or cover use one of these three; if the first words of the title-page heading differ from the half-title use the best-known form if that is clear, otherwise generally use the form given as the half-title, since this is more likely to furnish the full information desirable on the series card. Give the preference to a half-title or title-page heading over a title on the cover, as the latter would probably be lost in a rebinding.

70 Form. The form of name for the series in the series note should correspond to the heading used on the series card as described below (section 74), except that the form is often shortened for the series note, specially in respect to the name of the editor, which is regularly given on the series card but omitted from the series note except in the rare cases where the series is generally known by the editor's name. In shortening for the series note do not omit the first words or the significant part of the title. If volumes of a series are numbered the volume number *may* be included at the end of the series note, but is not *generally* important. Omissions in a series note need not be indicated by . . .

71 Position. Write the name of the series in () one centimeter after the collation on the *main card and subject cards*. Omit on other cards. Do not use brackets even if the name of the series does not occur on the title-page. Use abbreviation ser. for series in the series note unless the word occurs at the beginning of the name, or for some other reason is specially prominent.

SERIES ENTRIES

72 Definition. See *A. L. A. rules*, pref. p. 16, and *Cutter*, p. 19 and 22.

73 When made. While the series note is used for all series, make a series entry only for important series, which are generally limited to some specific subject; e. g. Bell's cathedral series, English men of action, Story of the nations, etc. Do not make series cards for publishers' miscellaneous series, such as Everyman's library, Morley's universal library.

74 Form. See *A. L. A. rules*, 128, first paragraph. Read also the remainder of the section but remember that it is generally impracticable to *maintain* either a numerical or an alphabetic arrangement in a manuscript or typewritten catalog, and for this reason it is inadvisable to begin in that way, as a reader, finding a considerable number of entries systematically arranged, would probably overlook a miscellaneous group at the end, which might contain the work desired. Occasionally, however, a series (generally in history or fiction) has sufficient unity through the chronologic sequence of its volumes, to make it desirable that this sequence be preserved, and in such cases space for missing volumes should be left between entries.

a Heading. Enter a series of which the editor is unknown under the name of the series; e. g. International scientific series.

Usually enter a series of which the editor is known, in the same way, with reference from the editor, e. g. American commonwealths; ed. by H. E. Scudder; with a "see also" reference from Scudder, Horace Elisha; e. g.

| | | |
|-------------------------|-----|-----|
| Scudder, Horace Elisha, | ed. | see |
| also | | |
| American commonwealths. | | |
| (or, better) | | |

| | |
|--|-----|
| Scudder, Horace Elisha, | ed. |
| American commonwealths. | |
| Books in this series will be found in this | |
| catalog under the heading | |
| American commonwealths. | |

74a(1)-(3)

Though contrary to the general rule that headings on reference cards take second indention, it is more satisfactory for references from author and title combined to use ordinary author and title indention, in order that the card may be filed among the other titles of the same author.

Notice that the editor's name is given with the name of the series in the heading for the series card (see sample 4 below on p. 66), but is omitted in the name of the series on the reference card, which is an exception to the general rule for reference to the *full* form used in headings.

(1) Variations in name of series. When variations occur in the title of a series the headings should be selected as suggested for series notes (section 69) and a "see" reference made from any other title of the series if it would alphabet in a different place; e. g.

Crowell's library of economics and politics,
see
Library of economics and politics.

(or, better)

Crowell's library of economics and politics.

Books in this series will be found in this
catalog under the heading
Library of economics and politics.

This direction covers variations in the title appearing in the book itself, and different titles for the same series, issued, for example, by both English and American publishers; as, the Progressive science series, published in England, which appears in America under the title Science series.

(2) Position and indention. Enter the name of the series on the top line, outer indention. If the heading occupies more than one line indent subsequent lines one half centimeter to the right of the second vertical line.

(3) Editor's name included in name of series. Include the editor's name when known, (without inverting) in what would correspond to secondary fulness of the form as given in the book. Do not supply in this entry any extra information which may be used on the card to be filed under the name of the editor himself; e. g. if the title reads "English men of letters; ed. by John Morley" use this form and not the information gained from other sources "John Morley, 1st viscount Morley of Blackburn." Use, however,

74a(3)-(6)

such titles of honor etc. as are given in the book, if they would be used in an author heading.

This rule for the inclusion of personal titles is contrary to the general practice regarding editors' names in book-titles, but the editor in this case is the person responsible for the series as a whole and his titles may add weight to the value of the series and would not otherwise appear on the series card.

(4) Entry under editor's name. In very rare cases a series is better known by its editor's name than by its title. When so, make the entry under the editor, giving his name on the top line, outer indention, author fulness, with titles of honor etc. followed after one centimeter space by the abbreviation *ed.* On the line below his name begin the title of the series at the second indention, carrying it back to the outer indention if it runs over the line.

If a series is entered under the editor's name reference should be made to this name from the title of the series.

(5) Series consisting of works by the same author. Occasionally a series is issued in which all the books are the work of the same person, either as author or in the relation of compiler or editor as author. In such cases the name of the person responsible should be included in the series heading, as for editors of other series, and a reference made from the personal name to the name of the series, the best form for such a reference being suggested by sample card 6, below.

For a series in which all the books are the work of the same author the series card is sometimes made under the name of the author, his name being given on the top line with author indention and author fulness, including professional titles and titles of honor, followed on the next line by the title of the series, with ordinary title indention. The individual books are then entered as usual on a series card (74b) except for the omission of the author's name. With this treatment a reference should be made from the title of the series to the author's name, followed by the title of the series. The disadvantage of this method is the double entry under the same heading, (1) the full entry for each book under the author's name, (2) the short entry on the series card, under the same name; while the title of the series is found directly only on a card referring to the author's name.

Still a different method is the omission of the series card, with a reference from the title of the series to the name of the author, under which the full entries for the individual books are to be found. The disadvantages in this case are (1) the necessity of selecting from all the works given under the author's name those which belong to the special series, as shown by the series note, and (2) the greater difficulty in determining the proper sequence of the books, when this is desirable.

(6) Abbreviations. Do not abbreviate the word "series" in the heading on the series card, even if abbreviated in the series note.

74a(7)-b(3)

(7) Wording. Follow the phraseology of the book; e. g. "Cambridge modern history; planned by Lord Acton; ed. by A. W. Ward, G. W. Prothero, Stanley Leathes" (or) "Cambridge Bible for schools and colleges; general editor, J. J. S. Perowne." If a case occurs where the arrangement of the lines is the only indication of the relation of the person to the series, supply the phrase "ed. by" or whatever else seems most suitable. Include names of from one to three editors; if more than three give the name of the first "and others." If variations in the wording appear after the series card is written, make alterations only when important; e. g. an additional editor. In case of different editors at different times give on the series card as though editing at the same time.

(8) Punctuation. Use a semicolon after the name of the series before the statement regarding the editor. Brackets and marks of omission in the heading on the series cards are not to be used because of the occasional variations in different volumes.

b Entries for separate works. (1) Items included. The entry for each work entered on the series card consists of its call number, author's name, brief title, imprint date (or its substitute as on other short-entry cards) and number of volumes when more than one. If volumes of a series are numbered this volume number may also be given, but for a series to be continued indefinitely, in which the volume numbers have no significance except the order of publication, it has little practical value.

(2) Position of entries and number of lines. Begin the first entry on the line after the series heading, unless that heading consists of only one line, in which case one line is to be left blank. Even if the entries are so short as to occupy (except for the call number) only one line, allow two lines each on manuscript cards, three lines on typewritten cards, to provide sufficient room to keep the call numbers distinct, except that for fiction, if no class number is used, two lines are sufficient on typewritten as well as on manuscript cards. Do not leave space for missing volumes of a series except as indicated in the first paragraph in 74, for certain classes of series, where there is a practical advantage in retaining the original sequence.

(3) Indentation. Begin the entry for each separate work on the series cards at the second indentation, placing each call number at the left edge of the card opposite its own entry, and the volume number of the series, if given, between the vertical lines; for subsequent lines indent one half centimeter to the right of the second vertical line.

74b(4)-(5)(b)

(4) Arrangement of items by author. Except when some other arrangement is clearly of practical advantage and can be easily carried out it is well to arrange (a) author's name, inverted, in secondary fulness, with professional titles and titles of honor; (b) short title; (c) imprint date or its substitute; (d) number of volumes when more than one.

On the series card half a centimeter space is better than the full centimeter between the author's name and professional titles and titles of honor, to make this separation less than that between the items.

(5) Arrangement of items by subject. (a) In series of individual biographies and in some other series, generally those of a definite local nature, it is often better to arrange by subject as represented on the title-page. In such cases the best form would be: (1) name of the subject, followed by a semicolon and "by" (with the name of the author, *not inverted*, in secondary fulness, without personal titles); (2) date; (3) number of volumes when more than one.

For subjects of biographies the subject name may be given in either secondary or title-page fulness (inverted form) or the surname alone may be used, according to whether additional value will be added to the entry by an indication of the given names. This decision may be influenced by various considerations; e. g. (1) the familiarity of the given names, as in the case of writers, whose given names are commonly known, as contrasted with musicians or artists almost universally known by the surname; or (2) by the necessity of distinguishing between different men of the same surname.

(b) Perfect uniformity in the system is not essential even throughout the same series. If the title of the book begins with the subject word and contains in addition other information of interest or value it might be written, for example: Froebel and education by self-activity; by H. C. Bowen. If in a series which was arranged by subject a book appeared whose title did not lend itself readily to the treatment, the subject word might be supplied followed by a colon and the actual title of the book, with the name of the author, but subject treatment should not be adopted for series in which there was likelihood of uncertainty as to the subject word, as would often be the case with series in science, sociology etc.

Probably subject arrangement would seldom be advisable except when the entry word was regularly the name of a person or place.

If any information is actually *supplied* it should be bracketed but brackets need not be used to indicate rearrangement of words (e. g. the inversion of a subject name) and ... need not be used to indicate omissions. Even when the arrangement is by subject the entry word is regarded as title (even if supplied) and is written in black.

74b(5)(c)-e

(c) For excellent suggestive examples of arrangement see in
A. L. A. catalog:

American commonwealths
American history series
American philanthropy of the 19th century
English men of action
Heroes of the nations
Story of the nations

but for punctuation and for details to be included follow directions above.

c Editor reference. See sample cards under 74a. If a series has more than one editor make a separate and independent reference for each.

d Tracing. Contrary to the general rule that reference cards are not traced on catalog cards, since the editor reference is to a *special* series card it is best to trace these references on the back of the series cards, prefixing x to indicate reference instead of entry. Similarly references should be traced from the title to the editor of a series when the series card is made under the personal name, also references from one form of title to another.

e Title-page checks. (), meaning to be omitted from the title on all cards, are to be disregarded for the author's name on series cards arranged by subject, where the author's name in the title takes the place of the author heading.

Sample cards

1 Main card for one of a series

(Volume number retained in series note)

| | | | |
|-------|--------------------------------|------------------|---------|
| 613.7 | Lagrange, Fernand, | M.D. | |
| L17 | Physiology of | bodily exercise. | N.Y. |
| | Appleton, 1905. | 395p. 19.5cm. | (Inter- |
| | national scientific ser. v.66) | | |

2 Series card, without editor

(Shows position of volume numbers)

| | | | |
|----------------------------------|------|-------------------------|---|
| International scientific series. | | | |
| 613.7 L17 | v.66 | Lagrange, Fernand, M.D. | Physiology of bodily exercise. 1905. |
| 581 H52 | v.63 | Henslow, Rev. George. | Origin of floral structures. 1888. |
| 523.7 Y69 | v.34 | Young, C.A. | The sun. 1893. |

3 Main card for one of a series

| | | |
|--------------|---|---|
| 975.5 C77 | Cooke, John Esten. Virginia... 523p.map,18cm. | Bost. Houghton,1884t ^c 831 (American commonwealths) |
|--------------|---|---|

4 Series card, with editor

| | | | |
|---|------------------------------------|-------|--|
| American commonwealths; ed. by H. E. Scudder. | | | |
| 975.5 C77 | Virginia; by J. E. Cooke. | 1884. | |
| 974.7 R64 | New York; by E. H. Roberts. 2v. | 1904. | |
| 977.4 C77 | Michigan; by T. M. Cooley. | 1890. | |

For samples of editor reference see under 74a.

5 Series entry for works all by the same author, a separate main card being made for each work

Our own land series ; by E. T. Tomlinson.

| | | |
|-------|----------------------------------|----------------------|
| T659y | Four boys in the Yellowstone. | [^c 1906] |
| T659c | Four boys in the land of cotton. | [^c 1907] |
| T659m | Four boys on the Mississippi | [^c 1908] |
| T659f | Four boys and a fortune. | [^c 1910] |

6 Reference from name of author to title of series

Tomlinson, Everett Titsworth.

Our own land series.

**Books in this series will be found in this
catalog under the heading**

Our own land series.

CONTENTS

75 When given. Give contents of books containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them. *A. L. A. rules*, 167.

76 Where given. When brief, give on the main card and all subject cards; in other cases give on the cards where most useful. When not given on both main card and subject cards refer from the cards where the contents are not given to the card or cards where they are; e. g. if given on the author card, say on the subject card "For contents see entry under author's name." If contents are given on only the subject cards, say, for example, on the author card "For contents see entry under subject heading CHARITIES. COLLECTIONS or SOCIOLOGY. COLLECTIONS" (adding, in red, to the general part of the direction, the specific headings under which the contents are given).

Rubber stamps for "Contents" and for these general references are desirable, for the sake of distinctness. (See *Cutter*, 348.)

77 Inclusion and form. Generally omit a preface or an introductory chapter unless for some reason specially important. Contents may be taken from the title-page, table of contents, or chapter headings. The wording may be shortened by the omission of unimportant phrases, even at beginning of chapter titles. Do not use ... for omissions. *Usually* omit titles of honor etc. in contents, but use Mrs, as the names or initials following are sometimes those of the writer's husband, not of the writer herself. Sometimes also it is better to use other titles (such as would be given in author headings) if they add weight to the authority, e. g. chapters on military or naval subjects by generals, admirals etc. Titles of nobility are often to be given when they precede the name. The form of personal names should be the one given in that part of the book from which the contents are taken, but may often be shortened; e. g. for *subjects* of chapters the full form (if given in the book) may be used, or secondary fulness, or, in the case of persons so well known that there would be no question as to identity, the surname only. For authors of chapters generally use secondary fulness on the basis of the form in the book, except that for married women it is better to treat the maiden name like given names; i. e. use the initial without (), in order to obtain

uniformity of treatment without the necessity of looking up the names, which would require an expenditure of time not warranted for names where the filing of cards and serious questions of identity were not involved.

When the author's name precedes the title of the chapter leave one-half centimeter between unless the author's name is followed by a personal title, in which case one-half centimeter should be left between the name and personal title and a centimeter before the title of the chapter.

78 Arrangement. The paragraph arrangement recommended by the *A. L. A. rules* has the advantage of compactness, but the advantage of distinctness is on the side of arrangement in columns, this advantage often being increased by an alphabetic arrangement by authors, by subjects, or by titles when distinctive (as in a volume of short stories). Even when the order of chapters in the book is followed and the contents are arranged by title the result is much clearer if a separate line is given to each title when at all distinctive. The column arrangement is therefore in general to be preferred, specially for manuscript or typewritten work. It is particularly valuable for sets of works like Shakspeare or Scott, when covering many volumes, as, by alphabetic arrangement, it enables the reader to find readily any desired title with the number of the volume in which it is published, e. g.

| | | |
|--------|---------------------------------|-------------------|
| 822.33 | Shakspeare, William. | |
| J | Works; ed. by W. A. Wright. | N.Y. |
| | Macmillan, 1894-95. | 9v. 23.5cm. (Cam- |
| | bridge Shakespeare) | |
| | Contents | |
| | v. 3 All's well that ends well. | |
| | v. 8 Antony and Cleopatra. | |
| | v. 2 As you like it. | |
| | v. 1 Comedy of errors. | |
| | v. 6 Coriolanus. | |
| | v. 8 Cymbeline. | |
| | etc. | |

For paragraph arrangement for the same set see *A. L. A. catalog*, pt 1, p. 221.

79 Position. Generally omitting one line after the collation or series note, but on the line following any miscellaneous notes which

79-81

may be given, stamp the word Contents, at the second indentation. Begin the statement of the contents on the line following the word.

If the omission of a line would necessitate the use of a second card for contents which might otherwise be wholly entered on the first card, the word Contents should preferably be given on the line immediately following the collation or series note.

The use of a rubber stamp for the word Contents has the advantage over handwriting or typewriting in that it makes the term more conspicuous. If the word Contents is written by hand or by typewriter, it should be followed by a colon.

80 Indention. When paragraph arrangement is used begin at the second indentation, coming back to the first indentation for subsequent lines.

When column arrangement is used begin each item of the contents at the second indentation. For subsequent lines indent one-half centimeter further, to make the beginning of each item stand out more clearly.

In paragraph arrangement the volume numbers etc. are included as a part of the paragraph; in column arrangement they are written between the vertical lines. An intermediate treatment is to regard the contents of each volume as a single item, placing the volume number between the vertical lines and keeping the contents of that volume at the inner ruling. With this treatment the further one-half centimeter indention is not of value, as the volume number is the feature of the division.

81 Punctuation. For illustrations of punctuation see the following samples.

Samples

- 1 Work by a single author in one volume; alphabeted by title in a column

| | |
|-------|--|
| D263e | Davis, Richard Harding. (The) exiles, and other stories... N.Y. Harper, 1903[^c 1894] 221p. pl. port. 20cm. |
|-------|--|

Contents

An anonymous letter.
 The boy orator of Zepata City.
 The exiles.
 His bad angel.
 The right of way.
 The romance in the life of Hefty Burke.
 The writing on the wall.

2 Same; paragraph arrangement in the order of the book

D263e Davis, Richard Harding.
 (The) exiles, and other stories. . . N.Y.
 Harper, 1903 [1894] 221p. pl. port. 20cm.

Contents
 The exiles; The writing on the wall; The
 right of way; His bad angel; The boy orator of
 Zepata City; The romance in the life of Hefty
 Burke; An anonymous letter.

3 Work by a single author, in two volumes; column arrangement, regarding the contents of each volume as a single item

301 SOCIOLOGY.
 S93 Stuckenberg, J.H.W.
 Sociology, the science of human society.
 N.Y. Putnam, 1903. 2v. 22cm.

Contents
 v.1 Definition; Relation of sociology to the special
 social sciences; Nature of society; Social
 evolution.
 v.2 Three great eras of social evolution; Socio-
 logical ethics.

4 Same work; paragraph arrangement

301 SOCIOLOGY.
 S93 Stuckenberg, J.H.W.
 Sociology, the science of human society.
 N.Y. Putnam, 1903. 2v. 22cm.

Contents
 v. 1 : Definition ; Relation of sociology to the
 special social sciences; Nature of society; Social
 evolution. v. 2 : Three great eras of social evolu-
 tion; Sociological ethics.

5 Work in one volume by more than one author; column arrangement;
alphabetized by authors

104 PHILOSOPHY. ADDRESSES, ESSAYS, LECTURES.
S93 Sturt, H.[C.] ed.

Personal idealism: philosophical essays by
eight members of the University of Oxford.
Lond. Macmillan, 1902. 393p.23cm.

Contents

Bussell, F.W. The future of ethics, effort
or abstention?

Gibson, W.R.B. The problem of freedom in
its relation to psychology.



See next card

2

104 Marett, R.R. Origin and validity in ethics.
S93 Rashdall, Hastings. Personality, human and
divine.

Schiller, F.C.S. Axioms as postulates.

Stout, G.F. Error.

Sturt, Henry. Art and personality.

Underhill, G.E. The limits of evolution.

6 Same work; paragraph arrangement

104
S93

PHILOSOPHY. ADDRESSES, ESSAYS, LECTURES.
Sturt, H.[C.] ed.
Personal idealism: philosophical essays by
eight members of the University of Oxford.
Lond. Macmillan, 1902. 393p.23cm.

Contents

Error, by G. F. Stout; Axioms as postulates,
by F.C.S.Schiller; The problem of freedom in its
relation to psychology, by W.R.B.Gibson; The
limits of evolution, by G. E. Underhill; Origin and



See next card

2

104
S93

validity in ethics, by R. R. Marett; Art and per-
sonality, by Henry Sturt; The future of ethics,
effort or abstention? by F.W.Bussell; Personality,
human and divine, by Hastings Rashdall.

7 Work in more than one volume by more than one author; column
arrangement

428
M91

Mother tongue, book 1-3. Bost. Ginn,
1900-02. 3v. 19cm.

Contents

- bk 1 Arnold, S.L. and Kittredge, G.L. Lessons
in speaking, reading and writing English.
- bk 2 Kittredge, G.L. and Arnold, S.L. Element-
ary English grammar.
- bk 3 Gardiner, J.H., Kittredge, G.L. and Arnold,
S.L. Elements of English composition.

8 Same work; paragraph arrangement

428
M91 Mother tongue, book 1-3. Bost. Ginn,
1900-02. 3v. 19cm.

Contents

bk 1: Lessons in speaking, reading and writing English, by S.L. Arnold and G.L. Kittredge. bk 2: Elementary English grammar, by G.L. Kittredge and S. L. Arnold. bk 3: Elements of English composition, by J. H. Gardiner, G. L. Kittredge and S. L. Arnold.

82 Substitutes for contents. a In title. If contents are given on the title-page as a part of the title and are not too long they may often be given in the same way on the cards instead of as a separate item; e. g.

304 Gladden, Washington, D. D.
G54 Social facts and forces: the factory, the labor
union, the corporation, the railway, the city, the
church. N.Y. Putnam, 1897. 235p. 19.5cm.

b In general note. When authors are well known but chapter headings do not add materially to the knowledge concerning the contents of the book, the important part of the information may be given in a note, in some such form as: With chapters by Charles Darwin, John Fiske and T. H. Huxley.

When there are too many authors to be named give a selection of the most important "and others."

c Condensed. Another method of condensing contents in a note may be illustrated by Carlyle's *Heroes and hero-worship*, where the chapter headings begin with the same phrase, e. g. The hero as divinity: Odin; The hero as prophet: Mahomet; The hero as poet: Dante, Shakspeare; etc. This may be given in a note; as, Six lectures delivered in 1840, treating of the hero as divinity (Odin), prophet (Mahomet), poet (Dante, Shakspeare), etc.

INCOMPLETE WORKS

83 How received. Incomplete works may come into a library in various ways, sometimes through the gift of sets of which one or more volumes are lacking, most frequently through the publication of a work in volumes or parts issued at more or less regular intervals.

Periodicals and similar publications, which are planned to continue indefinitely, will be taken up later, the present treatment being only for books which have certain definite limits.

84 Information liable to change. The distinctive feature in the treatment of incomplete works is the use of pencil in recording any information which is liable to change, such changes occurring most frequently in the imprint date and the statement of volumes.

If the library has the larger part of a set, including the first and last volumes, it will generally be best to catalog the set as though it were complete, adding a note in pencil of the missing volumes, e. g. for a set of 17 volumes, of which v. 3-4, 8 and 11 are lacking, give 17v. in the collation and add in a pencil note, Wanting: v. 3-4, 8, 11. Such notes should always be in pencil, in order that they may be easily erased when no longer needed. If in a set of 17 volumes v. 3-4 and 17 were lacking it would be better to give in the collation *in pencil*, in the volume place, v. 1-2, 5-16, using pencil also for the last imprint date, as the date of the last volume when published might differ. If all the volumes in the library at the time of cataloging have the same imprint date, sufficient space should be left after this date on the card to allow for an additional date if necessary. If the first volume of the set is lacking, the first imprint date or the last one or two figures of this date should be in pencil unless it is known that v. 1 was published in that year, similar treatment being followed for the last date when the last volume is lacking.

For a work in process of publication it is well to give in a pencil note the number of volumes which is expected to constitute the entire set; as, Designed to be complete in 8v.

85 Added entries. On added entry cards the use of pencil should correspond to that on the main card, for imprint date and volume numbers. Also the pencil note should be given for missing volumes if the set is cataloged as though complete.

86 Contents. Contents in incomplete works are more often important than in complete; e. g. if a cyclopedia in process of publication has appeared only as far as M it is convenient for the

86a-b

reader who wants something in R to have the facts given him on the card. In such a case the simplest form is a pencil note, e. g. v. 1-4, A-M. In such a work as Murray's *New English dictionary*, which comes out in irregular parts as they are finished, a more detailed statement is necessary, e. g. in the collation, in pencil, v. 1-5; v. 6, pt 1-4; v. 7, pt 1-2; v. 8, pt 1; with a pencil note in the form of contents:

- v. 1-5 A-K.
- v. 6, pt 1-4 L-Lock.
- v. 7, pt 1-2 O-Outing.
- v. 8, pt 1 Q.

a Alphabetic contents. In works arranged alphabetically such notes may generally be given in pencil since they will seldom be needed after the set is finished, but occasionally a set ceases publication before completion and in such cases the facts should be given in ink, e. g. for Sabin's *Dictionary of books relating to America*, the collation in ink would give, v. 1-19; v. 20, p. 1-196; with a note in ink: Ends with Henry Smith.

b Chronologic contents. With histories and other books arranged chronologically the period covered by the different volumes is more apt to be of permanent value than an alphabetic section of a cyclopedia, and therefore the contents may often, to advantage, be given in ink, separately for each volume unless these are too numerous, leaving space for missing volumes, but if the volumes are numerous and are coming out in regular order the contents may be condensed and given as a note on the plan suggested above for cyclopedias; e. g. in the case of Evans's *American bibliography* the volume statement in the collation should be given in pencil as v. 1-6. The contents may be given in ink for each volume as

Contents

- v. 1 1639-1729.
- v. 2 1730-1750.
- v. 3 1751-1764.
- v. 4 1765-1773.
- v. 5 1774-1778.
- v. 6 1779-1785.

or it may be given in pencil as a note, e. g.

- v. 1-6 1639-1785.

c Contents on both author and subject cards. In incomplete works the contents are more likely than in complete works to be of equal value on both the author and the subject cards, as the reader may be looking under the author's name for the special book or under the subject heading to see just what the library has on the subject.

Sample cards

1 Main card; v. 1 missing

(In this and following cards, italics indicate the use of pencil.)

| | |
|------|---|
| 828 | Wordsworth, William. |
| W926 | Prose works...ed...by A. B. Grosart... |
| | Lond. Moxon, 1876. <i>v. 2-3, 22.5cm.</i> |
| | Contents |
| | <i>v. 2</i> Aesthetical and literary. |
| | <i>v. 3</i> Critical and ethical. |

2 Editor card for same

| | | |
|------|-----------------------------|----------------|
| 828 | Grosart, Alexander Balloch, | D.D. |
| W926 | ed. | |
| | Wordsworth, William. | |
| | Prose works. 1876. | <i>v. 2-3.</i> |

3 Main card; v. 2 missing

| | |
|------|--|
| 828 | Wordsworth, William. |
| W926 | Prose works...ed...by A. B. Grosart... |
| | Lond. Moxon, 1875-76. <i>3v. 22.5cm.</i> |
| | Contents |
| | <i>v. 1</i> Political and ethical. |
| | <i>v. 2</i> <i>Wanting.</i> |
| | <i>v. 3</i> Critical and ethical. |

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85-86

CATALOGING RULES

4 Editor card for same

| | | |
|-------------|--|-------------------------|
| 828 W926 | Grosart, Alexander B(alloch) ed. Wordsworth, William. Prose works. 1875-76. <i>v. 2 wanting.</i> | D.D. 3v. |
|-------------|--|-------------------------|

PSEUDONYMS AND OTHER PEN NAMES

87 Definition of pseudonym. See *A. L. A. rules*, pref. p. 15, and *Cutter*, p. 21.

88 Entry. Read *A. L. A. rules*, 38, and *Cutter*, 7, 97, 204-5, but for class work follow the directions given below.

a Choice of heading. Enter under the best known form, whether pseudonym or real name. In case of doubt use the real name, as it will probably tend to become more familiar.

b Entry under pseudonym. If the entry is made under the pseudonym write the name according to the rules for entry under an author's real name, except that all titles of honor etc. used in the pseudonym should be included on the cards, even though they are such as would not ordinarily be used in author headings. One centimeter after the name and any personal titles which may be used write the abbreviation "pseud."

Do not give the real name in the heading, as it seems doubtful whether to the person who looks under the pseudonym the real name is of sufficient interest to justify the extra work of writing it on all cards. For a writer of whose works the library is likely to have a large number, and in other cases when convenient, a guide card giving the facts may well be used at the beginning of the works, e. g. Craddock, Charles Egbert, pseud. of Mary Noailles Murfree. As the guide card is written only once both pseudonym and real name should be written in full.

Probably to readers looking under the pseudonym the real name would be of less value than to the users of the other cards for the same book, and if in any library it is found that on any of the cards the real name is of value it should regularly be added on all cards for that author, using for the real name the secondary fulness, not inverted, with personal titles; e. g. on the main card:

Craddock, Charles Egbert, pseud. of M.N.Murfree.

on added entry cards:

(The) storm centre: a novel.

1905.

Craddock, C. E. pseud. of M.N.Murfree.

Probably, however, if the real name was well enough known to add to the value of the cards the entry would be made under the real name instead of under the pseudonym.

c Entry under real name. When a book published under a pseudonym is entered under the real name do not add the pseudonym in the heading but give it as a part of the title, not inverted, using the same fulness as on the title-page, with titles of honor etc.

88c-89

retaining even those which would not be used in headings for real names. Add [pseud.] in the book title, after the name with its personal titles, to explain the relation to the author heading.

The objection to adding the pseudonym in the heading is that while the headings for all the books of an author should be uniform, sometimes the same author publishes some books under one pseudonym, some books under another and some books under his own name. The inclusion, in the title, of a pseudonym used on the title-page of that special book or edition represents the facts more exactly.

d Both real name and pseudonym on title-page. Sometimes both the real name and the pseudonym are given on the title-page. In such cases enter under the real name. Include the pseudonym in the title if it is given conspicuously on the title-page but not if it is given in small type, subordinate to the real name and merely intended to identify the author with the writer of other books published under the pseudonym.

e Double entry. A possible treatment for all authors or for very prominent authors is to make double entry; i. e. main entry under the real name, with a brief entry, one line to a title, under the pseudonym, with results resembling a series card; e. g. main entries for George Sand's books might be made under her real name, Dudevant, Mme Amantine Lucile Aurore (Dupin), with brief added entries under the pseudonym; e. g.

| | | |
|-------|---------------|------------|
| | Sand, George, | pseud. |
| D845m | Mauprat. | 1898. |
| D845b | The bagpipes. | 1900. |
| D845s | The snow man. | [c1870-98] |

89 Name references. Whether the entry is made under the pseudonym or under the real name, a reference should be made from the unused form to the form used; e. g.

| | |
|----------------------------|------------|
| Murfree, Mary Noailles, | see |
| Craddock, Charles Egbert, | pseud. |
| Twain, Mark, | pseud. see |
| Clemens, Samuel Langhorne. | |

If a pseudonym is likely to be looked for under the first as well as under the last part, a reference from the former also should be made; e. g. it might be thought desirable to say in addition to the reference above:

Mark Twain, pseud. see
Clemens, Samuel Langhorne.

If preferred, a longer form, corresponding to the alternative for "see" subject references, may be used; as,

Murfree, Mary Noailles.

**Books by this author will be found in this
catalog under the heading**

Craddock, Charles Egbert, pseud.

90 Title cards. Title cards should regularly be made for books published under pseudonyms, i. e. those books in which the pseudonym alone represents the author on the title-page, or those books in which both pseudonym and real name are given but the pseudonym is more prominent. This rule includes books of which the titles are not distinctive and for which title cards would not ordinarily be made, but the following classes may be excepted:

a Individual biographies whose titles begin with either the surname or the forenames of the biographee, the subject card for the biographee being sufficient.

b Other books where the first word of the title would be the entry word of the subject heading, unless this word would introduce so many entries that the title as such would be likely to be overlooked.

c Other books whose titles begin with a personal name under which some other added entry is made, e.g. the name of an editor; as, *Woodfall's Junius*.

91 Pen names which are parts of real names. *a Heading and reference.* If a writer publishes his books under a part of his real name it can not properly be called a fictitious name and therefore should not be labeled "pseud." but reference should be made as in the case of pseudonyms from the form not used for entry to the one preferred, the entry generally being under the full name.

b Name in title. If the pen name appears as a part of the author heading it is unnecessary to repeat it in the title of the book.

91c-92

c Title cards. Title cards should be made as in the case of pseudonymous books.

92 Sobriquets, nicknames etc. Follow *A. L. A. rules, 39.*

Sample cards**1 Author card for book entered under pseudonym, real name not known**

| | | | | |
|-------|-----------------------------|------------|-------|-----------|
| 808.8 | Clotho, | pseud. | comp. | |
| C64 | Prosit: a book of toasts... | | | San Fran. |
| | Elder [c1904] | 134p.20cm. | | |

2 Subject card for same

| | | | | |
|-------|-----------------------------|------------|-------|-----------|
| 808.8 | TOASTS. | | | |
| C64 | Clotho, | pseud. | comp. | |
| | Prosit: a book of toasts... | | | San Fran. |
| | Elder [c1904] | 134p.20cm. | | |

3 Title card for same

| | | | |
|-------|---------------------------|--------|---------|
| 808.8 | Prosit: a book of toasts. | | [c1904] |
| C64 | Clotho, | pseud. | comp. |

4 Author card for book published under pseudonym but entered under real name

| | |
|-------|--|
| 817 | [Clemens, Samuel Langhorne] |
| C625t | (A) tramp abroad, by Mark Twain [pseud.] ... |
| | N.Y. Harper [c1879-99] 2v. in 1, pl. 20.5cm. |

5 Title card for same

| | | |
|-------|-------------------|------------|
| 817 | (A) tramp abroad. | [c1879-99] |
| C625t | [Clemens, S. L.] | |

6 Reference card

Twain, Mark, pseud. see
Clemens, Samuel Langhorne.

(or) 7

Twain, Mark, pseud.
Books by this author will be found in this
catalog under the heading
Clemens, Samuel Langhorne.

8 Author card for book entered under pseudonym

H682r Hobbes, John Oliver, pseud.
 Robert Orange. N.Y. Stokes[^c1899]
341p. 19cm.

9 Title card for same

H682r Robert Orange. [^c1899]
 Hobbes, J. O. pseud.

10 Reference card

Craigie, Mrs Pearl Mary Teresa (Richards)
see
Hobbes, John Oliver, pseud.

Craigie, Mrs Pearl Mary Teresa (Richards)

Books by this author will be found in this
catalog under the heading

Hobbes, John Oliver, pseud.

INITIALS

93 Author's name known. If a book is published under initials but the author's name is known make the main entry as usual under his name, bracketing the parts of the name which are supplied.

Make two references to the name:

a From the initials in title-page order; e. g.

A. L. O. E. see

Tucker, Charlotte Maria.

b From the initials arranged with the last of the initials as given on the title-page, written first on the cards; e. g.

E., A. L. O. see

Tucker, Charlotte Maria.

For alternative forms see samples below.

94 Author's name unknown. Read *A. L. A. rules*, 115, and *Cutter*, 96, making the main entry for the book (when the author's name is not known) under the initials inverted; as directed by *Cutter*. Make a reference to the inverted arrangement of initials used as a heading, from the initials in title-page order. Leave a space after any initial on any card, where the name would be written out if known, on the principle observed in leaving space on cards where for an author's forenames only the initials are known (see sample cards below).

If the author's name is found later fill it in on the cards already made, according to the regular rules for author and secondary fulness. In addition to the reference made from the initials in title-page order, make a reference from the initials with the last of the title-page initials written first, corresponding to the order in which they were written on the original main entry. In the group of initials *from which* reference is made it is unnecessary to leave space between the initials, as the names are not to be filled in.

95 Title cards. Title cards are to be made for books published under initials, asterisks etc. according to the directions for pseudonymous books, section 90.

Sample cards**1 Main card for book published under initials, name found**

| | |
|------------|---|
| 365 N52 | N _{evill} , Lord W _{illiam} B _{eauchamp} Penal servitude. . . N.Y. Putnam, 1903. 308p. 19.5cm. |
|------------|---|

2 Subject card for same

| | |
|------------|--|
| 365 N52 | PRISONS. N _{evill} , Lord W.B. Penal servitude. . . N.Y. Putnam, 1903. 308p. 19.5cm. |
|------------|--|

3 Title card for same

| | |
|------------|--|
| 365 N52 | Penal servitude. 1903. N _{evill} , Lord W.B. |
|------------|--|

4-7 Reference cards

| | |
|---------------------------------|-----|
| W.B.N. | see |
| Nevill, Lord William Beauchamp. | |

(or) 5

| |
|--|
| W.B.N. |
| To be found in this catalog under Nevill, Lord William Beauchamp. |

(also) 6

N., W.B. see
Nevill, Lord William Beauchamp.

(or) 7

N., W.B.

To be found in this catalog under
Nevill, Lord William Beauchamp.

8 Main card for book published under initials, name not found

811 C., E. H.
C (The) chaplet: a collection of poems...
 ed. by H.D.Moore. Phil. Wilson, 1846.
 120p. 20cm.

9 Title card for same

811 (The) chaplet: a collection of poems.
C 1846.
 C., E.H.

10 Editor card for same

811 Moore, H. D. ed.
C C., E.H.
 (The) chaplet: a collection of poems.
 1846.

11 Reference card

| | | | |
|-----|--------|-----|----|
| | E.H.C. | see | |
| C., | E. | | H. |

(or) 12

| | | | |
|-----|-----------------------------------|--|----|
| | E.H.C. | | |
| | To be found in this catalog under | | |
| C., | E. | | H. |

ANONYMOUS BOOKS

96 Definition. See *A. L. A. rules*, pref. p. 13, and *Cutter*, p. 13, noting the words "in the title."

97 Treatment. See *A. L. A. rules*, 112-13, 116; read also *Cutter*, 120-22, but for class work follow *A. L. A.* except for some slight variations included in the directions below.

a Author known. The treatment of an anonymous book whose author is known does not differ in the form of the cards from the treatment of books from the beginning of the course, the main entry being made under the author's name and such parts of the name bracketed as are not given in the title of the book, in the case of anonymous books the brackets being placed around the *entire* name.

Exception: For sacred books, anonymous classics and corporate headings, to be treated later, brackets are not used to show that the name is not given in the title of the book.

(1) Identifying phrases. Phrases in the title of the book, identifying the author, may be included or omitted from the title on the cards for books of which the author is known, according to the cataloger's judgment as to their importance. Although these phrases represent the author's name and information about the author, it is better to use ... to indicate their omission either wholly or in part.

(2) Title cards. Title cards should be made in all cases.

When the author's name is not in the title of the first volume of a set, but is in that of one of the other volumes, make both author and title entries but do not inclose the author's name in brackets.

b Author unknown. (1) Main entry. The treatment of anonymous books for which the author is not known does not differ in principle from that in previous work. Since the author's name is unknown it is obviously impossible to make the main entry under his name, but the top line, being the regular place for his name, is left blank (except for the call number) in order that the name may be filled in later if found. The title is written in its regular place on the second line, beginning at the second indention, and as this is the main card, the regular rules for title, imprint and collation for main cards are followed, accession numbers and tracing being given on the back.

(2) Added entries. Added entry cards; i. e. for subjects, editors etc. are made as usual, leaving a blank line in the regular place for the author's name, *except* on series cards and inside the () in analytics (to be taken up later).

97b(3)-c

(3) Identifying phrases. Phrases in the title of the book, furnishing a clue to the identity of the author, should be included on the cards for books of which the author is not found; e. g. "by a member of Congress", "by the author of —". If several books are mentioned as the work of the author, only the first or the best known need be given on the cards, the other titles being represented by ...

(4) Author found after book is cataloged. If the anonymous book is first cataloged without the author's name and the name is afterwards found, this name should be filled in, in its regular place on all cards, following the regular rules for author and secondary fulness.

(5) Title cards. As the main card for an anonymous book with the author not found is filed under its title no other title card is necessary but if the author is later found and filled in, a new card in the regular form for a title card should be made.

c Anonymous books — By the author of. See *A. L. A. rules*, 114. The added entries under the title referred to should be in the form of a series card, one title to a line as suggested for pseudonyms under section 88e; e. g. supposing that the author of *Elizabeth and her German garden* was unknown, we might have such an added entry card as

| | Elizabeth and her German garden, | Author of. |
|------|-----------------------------------|------------|
| E43a | Adventures of Elizabeth in Rügen. | 1904. |
| E43p | Princess Priscilla's fortnight. | 1905. |
| E43e | Elizabeth and her German garden. | 1900. |
| E43b | The benefactress. | 1901. |

making the main entry for each book under its own title with the note:

For other works by the same author see
Elizabeth and her German garden, Author of.

While the added entry is to be made in each case for books falling under this rule the note should not be given until other books are listed under the same added entry heading.

Schönberg-Cotta family, Author of,
see
Charles, Mrs Elizabeth (Rundle).

COLLECTIONS UNDER TITLE

98 Main entry. When articles written separately by several authors are published together under a collective title but there is no recognized editor or editing body or compiler, treat as an anonymous book, author unknown, leaving a blank line in the place for the author's name, even though it is certain that no name will ever be filled in.

Since these books are not numerous it is more convenient to treat them like books for which there is prospect of filling in the name. These books are not to be confused with cases of joint authorship, where the work of each individual is generally not specified and the authors have worked with a view to a combined result.

a Authors' names mentioned. For such collective works the names of the several authors may be given in the title, in a note or in contents, on the main card or subject card or both, according to the judgment of the cataloger. It is not necessary to use the same form on both main and subject cards, e. g. the authors' names might be given in the title or a note on the main card and in contents on the subject card but the main card and generally the subject card should give either a complete or a partial list of the authors unless these are very numerous. In the case of a partial list the name of the first author should be mentioned and such others as seem specially important, the remaining authors being represented by the phrase "and others."

If the names of the authors are given on the title-page of the book and omitted either wholly or in part from the title on cards the omissions (except for shortening to secondary fulness) should be indicated by ... In the title use secondary fulness on the basis of the form in the book except for married women, for whom it is better to treat the maiden name like given names; i. e. initial without (). If the phrase "and others" is *supplied* in the title it should be bracketed. If a partial list of authors is given in a *note*, ... need not there be used for the omissions, nor brackets placed around the phrase "and others."

b Example of a book by several authors, to be cataloged under collective title. The illustration represents the arrangement of the lines on the title-page, not that on the card.

BRITON AND BOER
BOTH SIDES OF THE SOUTH
AFRICAN QUESTION

BY

RIGHT HON. JAMES BRYCE, M.P.
SYDNEY BROOKS; A DIPLOMAT
DR. F. V. ENGELBURG; KARL BLIND
ANDREW CARNEGIE; FRANCIS
CHARMES; DEMETRIUS C. BOULGER
MAX NORDAU

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PARTIAL TITLES; BINDER'S TITLES, COVER TITLES,
HALF-TITLES, OR RUNNING TITLES; CHANGED
TITLES; TRANSLATIONS UNDER DIFFERENT TITLES

Title cards under any of these specifications may be made either in place of or in addition to usual title cards, when sufficiently different from the title-page title, if the extra titles are such as are likely to be remembered and looked for, except when, as in the case of ordinary titles, a subject entry answers the need.

99 Partial title. *a Definition.* A catch title consisting of only a part of the title as given on the title-page, but applied only when the shortening consists in the omission of words which would be retained on a regular title card if made. Occasionally the partial title is a shortened form beginning like the full title (e. g. partial title *Saints' rest*, full title *Saints' everlasting rest*) but more often it is a phrase which omits the first words of the full title; it may or may not be a subtitle or alternative title.

b Form of entry. The entry consists of the call number in its usual place; the partial title on the top line (written without ... and without the date or number of volumes) beginning at the second indention but indented one-half centimeter further if it runs over the line; the author's name on the next line, in secondary fulness, beginning at the outer indention but for subsequent lines indented one-half centimeter to the right of the second vertical line; the title as given on the title-page on the next line, second indention, taking outer indention for subsequent lines; imprint date or its substitute; number of volumes if more than one. For the fuller title given after the author's name ... are to be used as on ordinary title or editor cards. A short title may be used but it should be long enough to include the partial title; e. g.

| | |
|------|--|
| K14t | Ten weeks with a circus. |
| | [Kaler], J. O. |
| | Toby Tyler; or, Ten weeks with a circus. |
| | [c1881] |

| | |
|-------|---|
| A567e | (The) seven little sisters prove their sisterhood. Andrews, Jane. Each and all: the seven little sisters prove their sisterhood. [c1877-1905] |
|-------|---|

For class work the full form of partial title card is to be used, but in libraries which do not aim at bibliographic exactness it will often be sufficient to make a card with the appearance of a regular title card, giving the call number, catch title with the date, number of volumes when more than one, and author's name, omitting the fuller title, but this method should not be used for the other title modifications treated below.

c Tracing. As the partial titles are added entries, they should be traced on the main cards, the word under which the entry is made being specified when the catch phrase is not perfectly obvious.

100 Binder's titles, Cover titles, Half-titles, or Running titles.
a Definitions. See *A. L. A. rules*, pref. p. 13-16.

b Form of entry. When any of these forms is merely a shortening of the title given on the title-page, the partial title form is generally to be preferred, as it is slightly simpler and would remain true (which would not always be the case with binder's or cover titles) when books were rebound. When special titles can not properly be regarded as partial titles they should be noted on the main card and subject cards and should, in the heading on the special title cards, be followed by a comma and, at a distance of one centimeter, by the phrase "binder's title of", "cover title of", "half-title of", or "running title of", the remainder of the card being like that for the partial title; e. g.

Main card

| | |
|---------------|---|
| 973.24 F85 | Freeman, Frederick. Civilization and barbarism; illustrated by especial reference to Metacomet and the extinction of his race. Camb. [Mass.] printed for the author, 1878. 186p. 21.5cm. Cover title: The aborigines, 1620 and after. |
|---------------|---|

Cover title

| | | |
|---------------|---|-------|
| 973.24 F85 | <p>(The) aborigines, 1620 and after, title of Freeman, Frederick.</p> <p>Civilization and barbarism; illustrated by especial reference to Metacomet and the extinc- tion of his race. 1878.</p> | cover |
|---------------|---|-------|

As in the case of partial title cards, ... and date and number of volumes when more than one are not used with the special title but are used with the real title as taken from the title-page, according to the rules for added short-entry cards.

101 Changed titles. See *A. L. A. rules*, 143.

a Varieties. Changed titles may include:

- (1) Books reprinted with no change except in the title
- (2) Books rewritten by the author
- (3) Books abridged by the author
- (4) Different translations of the same work under different titles

1 Sample of treatment, both titles in the library

| | |
|-------|--|
| H644a | <p>Hildreth, Richard.</p> <p>Archy Moore, the white slave; or, Memoirs of a fugitive... N.Y. Miller, 1855. 408p. pl. 19cm.</p> |
|-------|--|

Also published under title: The white slave
(call no. H644w)

| | |
|-------|---|
| H644w | <p>[Hildreth, Richard]</p> <p>(The) white slave; or, Memoirs of a fugi- tive... Bost. Tappan, 1852. 408p. pl. 19cm.</p> |
|-------|---|

Also published under title: Archy Moore
(call no. H644a)

In such cases the regular title cards would be made as usual except for the addition of the note.

a Treatment for same book, first title only in library

H644a Hildreth, Richard.
 Archy Moore, the white slave; or, Memoirs
 of a fugitive... N.Y. Miller, 1855. 408p.
 pl. 19cm.

Also published under title: The white slave.

H644a Archy Moore, the white slave. 1855.
 Hildreth, Richard.

Also published under title: The white slave.

H644a Hildreth, Richard.
 (The) white slave; or, Memoirs of a fugi-
 tive, see his
 Archy Moore. 1855.

Same work published under both titles.

H644a (The) white slave; or, Memoirs of a fugi-
 tive.
 Hildreth, Richard, see his
 Archy Moore. 1855.

Same work published under both titles.

In the reference under the author's name, in case the title referred from, with the words "see his", occupies only one line, the title referred to may be brought back to the outer indention to make it more distinct; e. g.

| | | |
|--|--------------------|---------|
| | Hildreth, Richard. | |
| | (The) white slave, | see his |
| H644a | Archy Moore. | 1855. |
| Same work published under both titles. | | |

b Added entries when only one of the titles is in the library.

(1) Title. Reference should regularly be made from the author with the other title, but reference should not be made primarily from the other title unless a title card would be made for the book if in the library.

(2) Subject. If the book is one which calls for a subject card this should include the note regarding the other title but no extra subject card for the other title need be made.

(3) Editor, translator etc. If a card is made for an editor or translator it should not include the note, nor should an extra card for the other title be made under editor or translator *unless* (applying to both these points) the work under the other title is that of the same editor or translator.

c Notes. Generally the information regarding the different titles is best given in a note, but if it is given in the title on the title-page, it may be retained there and the note omitted.

Notes should give as exact information as the cataloger's knowledge warrants; e. g. Published in England under title:—; Rewritten and published under title: —; etc.

d Call numbers. When both titles are in the library the call number for each is given on its own cards in the usual place and the call number for the other is included in the note. When only one title is in the library the call number for that is given on its own cards in the usual place but on the cards for the other title is written in the margin opposite the title to which it belongs.

e Tracing. When both titles are in the library each book is cataloged by itself and the tracing follows the usual rules. When only one of the titles is in the library the cards for the other (although in form they are reference cards) are practically added entries for the first title and therefore should be traced on the back of its main card; e. g.

Extra card for Hildreth
Extra t

102 Translations under different titles. Treat in general like other changed titles but when convenient give also in a note the title of the original; e. g.

B198r Balzac, Honoré de.
 ... (The) alkahest; or, The house of Claës;
 tr. by K.P.Wormeley. Bost. Roberts, 1890, '87,
 307p. 19cm.

Translation of *La recherche de l'absolu*,
 which is also translated under the titles: *The*
quest of the absolute (call no. B198r2), and *The*
alchemist.

B198r ... (The) alkahest; or, The house of Claës.
 1890.
 Balzac, Honoré de.

Translation of *La recherche de l'absolu*,
 which is also translated under the titles: *The*
quest of the absolute (call no. B198r2), and *The*
alchemist.

B198r Wormeley, Katharine Prescott, tr.
 Balzac, Honoré de.
 ... (The) alkahest; or, The house of Claës.
 1890.

Translation of *La recherche de l'absolu*.

B198r2 Balzac, Honoré de.
 ... (The) quest of the absolute...tr. by
 G. B. Ives... Phil. printed for subscribers
 only by Barrie & son [c1899] 307p.pl.21.5cm.
 Translation of *La recherche de l'absolu*,
 which is also translated under the titles: *The al-*
 kahest (call no. B198r), and *The alchemist*.

B198r2 ... (The) quest of the absolute. [c1899]
 Balzac, Honoré de.
 Translation of *La recherche de l'absolu*,
 which is also translated under the titles: *The al-*
 kahest (call no. B198r), and *The alchemist*.

B198r2 Ives, G. B. tr.
 Balzac, Honoré de.
 ... (The) quest of the absolute. [c1899]
 Translation of *La recherche de l'absolu*.

B198r Balzac, Honoré de.
 (The) alchemist, see his
 ... (The) alkahest. 1890.
 or his
 B198r2 ... (The) quest of the absolute. [c1899]
 Translations of the same work: *La recherche*
 de l'absolu.

| | | |
|--------|--|---------|
| | (The) alchemist. | |
| | Balzac, Honoré de, | see his |
| B198r | ... (The) alkahest. | 1890. |
| | or his | |
| B198r2 | ... (The) quest of the absolute. | [c1899] |
| | Translations of the same work: La recherche de l'absolu. | |

a Alternative method. A library having many works of an author, with translations under different titles, might often find it convenient to have the cards for all forms of the work in a single group. This may be done by adding in the upper right corner of the author card (either in black or red) the title of the book in the original, and alphabetizing by this. When this is done, a reference card should be made under the author's name, with the title of the special translation; e. g.

Main card

| | |
|-------|--|
| | (La) recherche de l'absolu. |
| B198r | Balzac, Honoré de. |
| | ... (The) alkahest; or, The house of Claës; tr. by K.P. Wormeley. Bost. Roberts, 1890, c'87, 307p. 19cm. |
| | Translation of La recherche de l'absolu, which is also translated under the titles: The quest of the absolute (call no. B198r2), and The alchemist. |

Reference card

(To be arranged under Balzac, according to its own title)

B198r Balzac, Honoré de.
 ... (The) alkahest; or, The house of Claës;
 tr. by K.P.Wormeley.

 For full entry for this book see card under
 Balzac, arranged by the title of the original work:
 (La) recherche de l'absolu.

This reference card bears the call number and should be traced on the main card; e. g. Extra card under Balzac — The alkahest.

ANONYMOUS CLASSICS AND SACRED BOOKS

103 General treatment. See *A. L. A. rules*, 119-20, and *Cutter*, 123-24 and 131-32.

Under the term "anonymous classics" are included epics, national folk tales and some other works whose authors are unknown and which have appeared under various forms of title, either in the original or by translation (e. g. *The Arabian nights' entertainments*, *The thousand and one nights*, *Stories from the Arabian nights*, *Book of the thousand and one nights*, *Tales from the Arabic*, etc.) so that entry under the first word of the title (as for the ordinary anonymous book) would result in the scattering of editions. To prevent this, the name by which, in the cataloger's judgment, the book is best known, is adopted as an author heading and thus treated on all cards. The Bible and similar sacred books are cataloged on the same principle.

For books belonging to these classes brackets are not used in the author headings, even though the form does not appear on the title-page.

Except for the adoption of this substitute for an author heading the cataloging does not differ from previous work. The title is written as on the title-page, even if the first words are the same as in the heading; e. g.

Main card

| | |
|------|---|
| 831 | Nibelungenlied. |
| N571 | Nibelungenlied; tr. by W. N. Lettsom, with... introduction by W. H. Carpenter; rev. ed. Lond. Colonial press [1901] 405p.pl.24cm. |

Translator card

| | | |
|------|--------------------------|--------|
| 831 | Lettsom, William Nanson, | tr. |
| N571 | Nibelungenlied. | |
| | Nibelungenlied | [1901] |

Main card

| | |
|-----|--|
| 398 | Mabinogion. |
| M11 | Wonder stories from the Mabinogion; by Edward Brooks. Phil. Penn, 1908. 338p. illus. pl. 19cm. |

Title card

| | |
|-----|-------------------------------------|
| 398 | Wonder stories from the Mabinogion. |
| M11 | 1908. Mabinogion. |

Editor card

| | |
|-----|---|
| 398 | Brooks, Edward, ed. |
| M11 | Mabinogion. Wonder stories from the Mabinogion. 1908. |

a Parts of anonymous classics. If a part of an anonymous classic is published separately, the title of the part should be treated as a subhead of the main title, and reference made from the title of the part alone; e. g. Aladdin, published separately, should be cataloged under the heading: Arabian nights. Aladdin, with a reference from Aladdin, on the plan for cataloging of parts of the Bible, treated below.

b Selected list of headings. The following list of headings will cover some of the most important of these works:

| | |
|-----------------------|-----------------------------|
| Anglo-Saxon chronicle | Domesday book |
| Arabian nights | Droplaugarsona saga |
| Avesta | Edda Saemundar |
| Beowulf | Edda Snorra Sturlusonar |
| Bible | Egils saga Skallagrímssonar |
| Cid | Eyrbyggja saga |
| Cuchulain | Federalist |

| | |
|------------------------------|------------------------------|
| Fridthjófs saga hins Fraekna | Mahābhārata |
| Gesta Romanorum | Merlin |
| Giolla an fhiugha | Mother Goose |
| Grettis saga | Nibelungenlied |
| Gudrun | Njála |
| Gunnlaugs saga Ormstungu ok | Ólafs saga Helga |
| Skáld-Hrafn | Ólafs saga Tryggvasonar |
| Heliand | Reynard the fox |
| Hitopadésa | Roland |
| Kalevala | Sturlunga saga |
| Koran | Talmud |
| Kormaks saga | Thorsteins saga Vikingssonar |
| Laxdaela saga | Vedas |
| Mabinogion | Völsunga saga |

c Bible. The treatment for the Bible is the same in principle as for anonymous classics but as libraries are likely to have many editions and many parts published separately, a more detailed heading is generally desirable; i. e.

The Bible or any part of the Bible, including the Apocrypha, is to be entered under the word Bible, with such subdivisions as are necessary; e. g.

- Bible. English. 1830.
- Bible. English. 1870.
- Bible. O.T. Pentateuch.
- Bible. New Testament. English. 1896.
- Bible. New Testament. English. 1904.
- Bible. New Testament. German.
- Bible. N.T. Matthew.
- Bible. N.T. John. English.
- Bible. N.T. John. French.

The subdivisions should be carried out to the specific part of the Bible, the language and imprint date being added in the heading when needed to distinguish.

Some libraries use the language designation in the heading only for foreign languages.

In the case of individual Gospels the word Gospels may be inserted in the heading before the name of the book, but this lengthens the heading without special corresponding advantage.

103c(1)-(5)

(1) Bibles in two languages. For Bibles in two languages give both languages in the heading, mentioning the least familiar first; e. g. Bible. French and English. If neither of the languages is English make an added entry with the languages reversed; e. g. the main entry under Bible. Italian and Latin, with an added entry under Bible. Latin and Italian, in the author position, followed on the next line by a short title, the imprint date and number of volumes if more than one.

(2) Old Testament and New Testament in heading. In the illustrations shown above, Old Testament and New Testament are written out when those parts of the Bible are cataloged as a whole, but when a smaller division, e. g. a single book, is the distinctive item, and the Testament divisions serve chiefly as a convenience in filing the cards, they are abbreviated to O. T. and N. T. both for the purpose of shortening the heading and to make more prominent the distinctive part.

(3) References. References should be made in black from titles of volumes (when the titles are of a general character) and from names of parts of the Bible to the headings used; e. g.

Holy Bible, see
Bible.

(Die) Bibel, see
Bible. German.

Isaiah, Book of, see
Bible. O.T. Isaiah.

or the longer form of reference may be used, as shown in the sample cards, p. 109.

(4) Title entries. Title entries should be made only in very rare cases, i. e. for individual titles likely to be used only for certain editions; e. g. Bay psalm book.

(5) Arrangement. For arrangement of entries under Bible see *A. L. A. rules*, 119. A convenient method of indicating the arrangement is a guide card with some such statement as:

Bible.

The arrangement of entries for text of the Bible or any of its parts or for works regarding the Bible or its parts follows the arrangement of the Bible itself as given below. Headings under which entries have been made are indicated by a *.

This statement should be followed by a list, including, in Biblical order (giving the broader terms before their own divisions, e. g. the Pentateuch before Genesis, Exodus etc.) the headings Bible, Old Testament, New Testament, the names of the separate books and such group terms as are likely to be used, e. g. Pentateuch, Gospels, Epistles, Apocrypha. By making this list complete at first and starring the divisions when first used a summary of the arrangement and also of the headings under which the library has entries may be shown at any time without rewriting the guide card.

The *A. L. A. list of subject headings* gives all the groups of a Testament before any of the separate books of that Testament.

(6) Editor and translator cards. On editor and translator cards the full author heading given on the main card might be used as has been done in previous work, but the value of the detailed heading is in grouping and distinguishing works under the general heading Bible and for the few Bible headings which are likely to be found under an individual editor or translator no such purpose is served. Therefore for class work on editor and translator cards for Biblical text, such subdivisions as are given beyond the part of the Bible treated (i. e. language and date) are to be disregarded, to show the possibility of variation on secondary cards.

(7) Series cards. On such series cards as that for the Modern reader's Bible the titles of the volumes may be omitted when clearly indicated by the author headings. The latter need not be carried out beyond the part of the Bible cataloged, even if more details are given in the heading on the main card.

(8) Capitalization. No authoritative ruling on this point seems to be available but the following suggestions are in line with the examples in the *A. L. A. rules* and with the practice in general on the Library of Congress cards.

| | |
|---------------------|----------------------|
| Holy Bible | Old Testament |
| la Sainte Bible | New Testament |
| Biblical | le Vieux Testament |
| Holy Scriptures | le Nouveau Testament |
| die Heilige Schrift | the Gospels |
| la Volgata | the Book of Exodus |

(9) Commentaries. Read *A. L. A. rules*, 13, and *Cutter*, 14-15.

(a) Without text. For commentaries without the text make the main entry under the name of the author of the commentary, with a subject entry under Bible or the special part of the Bible com-

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mented on, parts of the Bible being treated as subheads (on the plan of the author headings) with reference (in black) from the name of the part. The red ink in the subject heading may be regarded as sufficient indication of the subject relation, or a final subhead may be used, e. g. Commentaries; Explanatory works; or Criticism, interpretation etc.

In subject entries, subdivisions for language and date should not be given unless in some very rare instance the criticism should be for a special edition or for the Bible not merely as the Bible but distinctly as the Bible in that special language.

(b) With text. For commentaries with text the main card is made under either the author of the text or the author of the commentary, according to *A. L. A. rules* and *Cutter*, the decision resting on the relative importance of the text and commentary. If of equal importance, enter under the author of the text. Subject entries are made in either case. If the main entry is made under the name of the author of the text, an added entry should be made under the commentator, designated as editor, but if the main entry is made under the name of the commentator, no added entry is needed for the text in its author relation, as that heading is covered by the subject entry. If the title of the book does not make it clear that both text and commentary are included, a note should be added giving the extra information: With text, *or* With commentary.

(10) Paraphrases. A paraphrase is not useful as text and should have the main entry under the author of the paraphrase, and a subject entry under BIBLE, with a subdivision for the special part of the Bible and the final subdivision: PARAPHRASES.

(11) Form entries. A subject entry is not made for text of the Bible, but when the text is in a very unusual language a form entry (having in all respects the appearance of a subject entry) may be made under the name of the language, as shown below under: COPTIC LANGUAGE, WORKS IN.

Sample cards

| | |
|--------|---|
| 220.52 | Bible. English. 1841. |
| qB5 | Holy Bible...tr. out of the original tongues and with the former translations...compared and revised... Ox. Univ.press,1841. 1232p.26.5cm. |

Holy Bible, see
Bible.

(or)

Holy Bible.

To be found in this catalog under
Bible.

223.1
B5a

Bible. O.T. Job. Coptic and English.
Ancient Coptic version of the Book of Job
the Just; tr...and ed. by Henry Tattam. Lond.
Straker, 1846. 182p. 23.5cm.

Job, Book of, see
Bible. O.T. Job.

(or)

Job, Book of.

To be found in this catalog under
Bible. O.T. Job.

223.1
B5a

COPTIC LANGUAGE, WORKS IN.
Bible. O.T. Job. Coptic and English.
Ancient Coptic version of the Book of Job
the Just; tr...and ed. by Henry Tattam.
Lond. Straker, 1846. 182p. 23.5cm.

| | |
|--------------|---|
| 223.1 B5a | Tattam, Henry, D.D. tr. and ed. Bible. O.T. Job. Ancient Coptic version of the Book of Job the Just. 1846. |
|--------------|---|

VOLUMINOUS AUTHORS

104 Definition. This term is adopted to designate authors under whose names many titles are entered, either for different works or for different editions with different titles. A similarity in nature to the anonymous classic exists in the variety in forms of title for the same work, which would result in the separation of different editions of the same work if, under the author's name, the alphabetic arrangement by title was strictly followed.

105 Author heading. For such authors it is a convenience in large catalogs to add as a subhead, after the author's name, in the main entry, the catch title of the book; e. g. for Shakspeare's *King Lear*, which might appear under its catch title or under the words "Play of " or "Tragedy of " the various editions could conveniently be grouped under the heading, Shakspeare, William. *King Lear*.

This treatment corresponds to that for separate parts of the Bible, which are entered as subheads under the latter heading, e. g. Bible. O.T. Psalms.

Shakspeare is used for illustration, as being the writer under whose name the average library would have the most entries for which this method was an advantage, but the treatment is adapted to any author of whose works the library has many titles and is specially valuable for authors whose individual works have been the subject of criticisms or commentaries, as it facilitates the arrangement of the subject entries immediately after the works criticized. This treatment may also well be substituted for that suggested for translations (section 102a), retaining that method for use only when it is desired to add the original title to cards already made.

106 Title entries. When the catch titles of books are included in the author heading, the title entries may be provided for in three ways:

a By a reference to the author heading (as in the case of books of the Bible) e. g.

King Lear, see
Shakspeare, William. *King Lear*.

b By a separate title card for each edition in the library.

c By a title card for one edition (generally the first cataloged, though it may sometimes be desirable later to substitute another) with a note referring for other editions to the author heading (see samples below).

1 Editor's name in title. With this third treatment it is desirable to include the editor's name on the title card, in order that the reader who

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wishes a special edition may know at once whether the one at hand is the one desired or whether it is necessary for him to follow up the reference.

2 Full and partial title cards. In large libraries, doing careful bibliographic work, a card for such works as Shakspeare's separate plays may be made for the catch title, and also a first word title entry under each of the other forms appearing on title-pages of editions in the library. In the small, popular library the catch title entry would often be sufficient.

For class work the catch title and first word title entries, should, when different, both be made, according to the samples below, but the note should not be given unless more than one edition of the same play is cataloged.

107 Catch title in author item on title and editor cards. On the title cards it is an almost useless repetition to give the catch title in the author item, and with most editors the same would be true. If, however, the library had many works of the same writer, entered under a certain editor, it might be a convenience to add in the author item on the editor card, the catch title as on the author card, especially if, as in the sample below, in the real title the catch title was considerably hidden by an introductory phrase.

For an alternative treatment of editors see section 157.

Sample cards**Main card**

| | |
|--------|---|
| 822.33 | Shakspeare, ¹ William ¹ . King John. |
| X1r | History of the life and death of King John; ed. with notes by W.J.Rolfe... N.Y. Harper, 1893, ¹ 80 ¹ 190p. illus. 17.5cm. |

Title card

| | |
|--------|---|
| 822.33 | History of the life and death of King John; |
| X1r | ed...by W. J. Rolfe. 1893. Shakspeare, ¹ William ¹ |

For other editions see entries under heading
Shakspeare,¹William. King John.

Partial title card

822.33

King John.

X1r

Shakspeare, [William]

History of the life and death of King John;
ed...by W. J. Rolfe. 1893.For other editions see entries under heading
Shakspeare, William. King John.

Editor card

822.33

Rolfe, William J[ames] ed.

X1r

Shakspeare, [William]

History of the life and death of King John.
1893.

ANALYTICS

108 Definition. See *A. L. A. rules*, pref. p. 13, and *Cutter*, p. 22. The term "analytic" is also used for the part of the book for which the analytic entry is made.

109 Scope. See *A. L. A. rules*, 170, and *Cutter*, 193-96 and 275. For the importance of analytics see Hitchler's *Cataloging for small libraries*, p. 4, 19-20, 25-27.

While analytics are commonly made for only authors, subjects and titles, more rarely also they are needed for editors, translators, illustrators etc.

a Author analytic when author of part is different from author of the work as a whole. An author analytic should be made when a part of a book is written by another author than the one under whom the main entry is made, and is likely to be looked for under the name of its own author.

(1) Analytics vs joint authors. Books calling for author analytics are to be distinguished from cases of joint authorship; e. g. analytic treatment should be used for a publication having a common title for the independent work of different authors (see sample card 1 below for Armstrong) or for a publication having the separate titles of the distinct works, each with its own author (sample 3 for Coleridge) or for a work in which is inserted a section by another author than the author of the work as a whole (sample 7 for Keary), the distinction between joint authors and analytics being as to whether the authors worked with a view to producing the combined result (i. e. joint authorship) or whether works written independently have been combined by an editor or publisher or by the author of the inclusive work (i. e. analytics).

(2) Heading for main entry. When the work is one calling for analytic treatment the main entry is to be made under the name of the author first mentioned on the title-page unless (a) there are four or more authors, and the publication as a whole is the work of a compiler or editor under whose name the main entry should be made, or (b) the title of the book is collective but instead of being of a general nature, as *Poems* or *Selections*, is a distinctive title for the special book, adopted to cover the contents; as, *Home building and furnishing; being a combined new edition of "Model houses for little money,"* by *W. L. Price*, and *"Inside of 100 homes,"* by *W. M. Johnson*. In this case the main entry should be under the title, *Home building and furnishing*, with analytics respectively for the separate works by Price and Johnson.

(3) Names of authors in title, contents or note. (a) In cases where the main entry is made under the name of the first author the names of all the authors (including the first) should be retained in the title, not inverted, in secondary fullness on the basis of the title-page form (without professional titles or titles of honor), together with the mention of their works, in the phraseology of the title-page. For the work of the authors, except the first, analytics should be made.

(b) When the main card is made under the name of an editor or compiler or under the title, the names of the individual authors should be given in the title, in a note or in contents; also when the main card is made under the name of an individual author and an author analytic is to be made for a different author whose name is not mentioned in the title or contents on the main card, a note should be given on the main card, justifying the analytic entry (see sample card 7).

b Author analytic when author of part is same as author of the work as a whole. An author analytic should also be made when the author of the part is the same as the author of the work as a whole, if the part is known to have been at any time published separately, *except* that author analytics need not be made (1) for the author's collected works with a general title, as *Works* or *Plays*, (2) for collections of magazine stories etc. when republished in book form under a special title, (3) for an author under whose name the library is likely to have so few entries that the reader would probably look them through, (4) when the title of the part is such as to alphabet in practically the same place as the title of the book as a whole.

Whether author analytics are made for such books or not, contents should, as far as practicable, be indicated in the title or as contents or in a note, on the main card.

c Author of analytic same as editor of book. When the editor of a book is also author of a part of the book his editor card is generally regarded as covering the ground sufficiently to allow the omission of the author analytic for his special part, but if the part of which he is author has been published separately it is sometimes desirable to bring it out as an author analytic.

d Subject analytics. These should be made, if the material is of importance to the library for any reason (read *Cutter*, 194, d), for parts of books when the subjects of the parts are different from the subject of the book as a whole, but not when the subject

109d-110a

of the part is naturally included in the subject of the whole. Subject treatment may occasionally consist entirely of analytics, no general subject card being made. A subject analytic may be by the author of the book as a whole or by a different author. The subject heading (which does not differ from the ordinary heading on a subject card) should be justified on the analytic card, either by the title of the analytic or by a note:

e Title analytics. These should, as far as practicable, be made for all works forming part of a larger work, when likely to be looked for under their individual titles, whether they are found in a complete or in a partial collection and whether by the author of the main work or by a different author, except that when the title of one of the included works (generally the first) furnishes the entry words for the title of the combined work, a title card in the ordinary form is made without mention of the other titles in the book (see sample card 4).

Title analytics occur most often, though not exclusively, in fiction and drama.

f Editor analytics, etc. Analytics for editors, translators, illustrators etc. are rarely needed but may sometimes be called for, especially in the case of works which have been published separately.

g Combinations. Any or all of these kinds of analytics (i. e. author, subject, title, editor etc.) may be made for the same part of a book, but the making of one of them does not necessarily imply making the others, e. g. an author analytic may be made without a corresponding subject or title analytic, or a subject or title analytic may be made without a corresponding author analytic, but generally a *title* analytic would have a corresponding author analytic if the author was different from that of the main work.

110 Method of treatment. *a Division by plan of paging.* The most convenient division for treatment is on the line of paging. The analytic part is generally paged continuously with the rest of the book but occasionally consists of a separate group of pages.

In some libraries, analytics for continuously paged parts introduce the reference to the main work by the word "see", as "see his Parish problems", and hence are called "see analytics"; while analytics for separately paged parts introduce the reference by the word "in", as "in his Auld lang syne", and are called "in analytics". The distinction is a convenient one for the catalogers in speaking of the analytics but is not evident to the readers,

and in class work the word "in" is to be used for both forms, as is the practice of some catalogers, while others may regularly use the "see". Preface, introduction and appendix pagings are not regarded as independent groups. Analytics contained in these should be treated according to the rules for continuous paging, even though the analytic covers the entire group; i. e. the pagination should be given in inclusive form inside the curves (arabic numerals being used even if roman are used in the book) and preface, introduction or appendix specified; e. g. pref.p.1-51, introd.p.34-54, or apx p. 11-20.

b Author's name. The author's name takes the same treatment for analytics as for whole works; i. e. in author analytics the name of the author for whom the analytic entry is made is written on the top line, with regular author indention, in author fulness; in other analytics (subject, title, editor etc.) it is written on the line below the heading, with author indention, in secondary fulness.

If the analytic has a separate title-page the regular rules for bracketing the author's name will hold, such parts being bracketed as are not there given; but if the analytic has no separate title-page and the author's name is found anywhere in the book (e. g. under the chapter heading, signed to the chapter, or in the table of contents) only such parts need be bracketed as are supplied from some other source than the book in hand.

c Title. (1) Position. The title of the analytic has the ordinary title position.

(2) Form. When the part of the book for which the analytic is made has a separate title-page or half-title, catalog from this; in other cases the chapter heading may be used or a title may be taken from the table of contents. When it is desirable to make an analytic for several consecutive chapters, it is generally best to give their titles, one after another, separated by semicolons. When it is desirable to make an analytic for several chapters not consecutive, the titles may be written in the same way or each title may commence on a separate line, beginning at the second indention and coming back to first indention when it is necessary to run over the line. If part but not all of the chapters of the analytic are consecutive, the titles of the chapters may all be written together according to the first method, or consecutive chapters may be grouped according to the first method and the *groups* treated according to the second method, or each title may be treated separately according to the second method.

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(3) Marks of omission. Omissions should be indicated by ...

(4) Supplied titles. Occasionally it is necessary to supply a title; when this is done the title should be bracketed. Brackets should also be used for supplied parts of titles; e. g. Bibliography [of manual training]. See also section *l* below, Short form analytics.

d Imprint. If the analytic part has a separate title-page, give the imprint according to the regular rules, so far as the information is furnished on this title-page, but if this is incomplete or if the entry is made from a half-title or some of the other sources mentioned above under *c*(2) do not supply imprint information.

e Collation. If the part analyzed is separately paged, give the full collation for the part analyzed, according to the regular rules; otherwise omit the collation.

f Reference to main work. One centimeter after the last item given, of those mentioned above, whether title, imprint or collation, add in () a reference to the main work, choosing, according to whether the article is continuously or independently paged, one of the two methods given below under Continuous paging and Separate paging. (For exception see note under *h* (4).) This rule applies to all except title analytics.

In title analytics use in () the same form of reference but begin it on the line below the author's name, at the second indentation, coming back to the outer indentation for subsequent lines.

g Form of analytic entries. For all information given before the curves, the analytics, whether author, subject, title, or editor etc. are the same in form as the entries for whole books, but it must be remembered that information regarding imprint and collation is often lacking either wholly or in part.

h Continuous paging. If the article is continuously paged with the rest of the book give in the () "In" followed by:

(1) Name of the author of the main work, inverted, using secondary fullness with professional titles and titles of honor; but if the author or authors of the analytic are the same as the author or authors of the main work the possessive pronoun, his, her, its or their, may be used inside the curves in the place of the author's name except when some previous mention in the entry, of another name, would make the use of the possessive pronoun ambiguous.

In cases of editor or compiler as author of the main work the abbreviation "ed." or "comp." should be retained after the name inside the curves.

(2) On the same line with the author's name, a brief title for the book, such as would in general be given on an editor card, using ... for omissions at the beginning or in the midst of a title but not at the end.

(3) Imprint date (or its substitute) for the main work.

(4) Inclusive paging for the analytic, beginning with the number which belongs to the first page of the analytic, including a separate title-page or half-title even though this page may not be numbered. Sometimes such a page is inserted with no allowance made for it in the continuous paging. In these cases disregard this point and give the first number of the continuous paging which properly belongs with the analytic. If a page number is given on the cards which is not printed on the page in the book, it should be inclosed in brackets. For the second part of the inclusive paging use only two figures except when the hundreds change, e. g. p.233-74 but p.348-416. If an analytic applies to only one of the volumes of a set include with the statement of pagination a statement of the volume, as v.2, p.411-65. When an analytic is in more than one volume give, e. g. as follows:

v.1, p.63-180; v.2 (Meaning part of v.1 and the whole of v.2)

v.1; v.2, p.5-70 (Meaning the whole of v.1 and part of v.2)

v.1, p.197-276; v.2, p.3-44 (Meaning part each of v.1 and v.2)

v.1-2; v.3, p.11-94 (Meaning the whole of v.1-2 and part of v.3)

v.1, p.83-115; v.2; v.3, p.7-32 (Meaning part of v.1, the whole of v.2 and part of v.3)

v.1, p.71-v.2, p. 220 (For part of v.1 and the whole or part of v.2 when the volumes are paged continuously)

When an analytic consists of chapters not consecutive, if the titles are written as a single group give in the curves the different groups of paging separated by a comma, e. g. p. 46-67, 120-53, 177-206; but if the titles are not written as a single group but are given either separately, or in groups according to the groups of paging, each inclusive pagination should be given one centimeter after the title or titles to which it applies, and the paging omitted inside the curves. When this treatment is followed it is best to write the reference to the main work in curves on a separate line below the last item of the analytic, beginning at the second indention, but going back to the outer indention, if it runs over the line. If the reference is written on the same line with the last item, it has the appearance of belonging to that item only.

i Separate paging. When an analytic is separately paged the full collation is given before the curves. The information inside the curves is the same as for continuously paged analytics except that

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the statement of paging is omitted. Instead is given the volume or part number if the analytic occupies a separate volume, or a "part" of a book consisting of numbered parts. If neither of these conditions applies it is generally best, in order to show in what portion of the book the analytic occurs, to call the different groups of paging "parts" and supply numbering, e. g. [pt 2]; but if the book already contains divisions designated as "parts" it is sometimes better to indicate the separately paged section as an "appendix".

j Both continuous and separate paging. Occasionally, e. g. in a series of monographs, each part is paged separately but the set is paged continuously. In such cases give the full collation before the curves but also the inclusive paging inside the curves (unless the analytic occupies a whole volume), as the part is thus most easily found.

k Punctuation and spacing. Items *preceding* the curves are punctuated and spaced according to the rules for cataloging whole books. *Inside* the curves the same rules for punctuation apply but one-half a centimeter is substituted for the whole centimeter of the general rules. (See also section 6j, last statement.)

l Short form analytics. When the part of the book for which analytic entry is to be made has no separate title, or too many chapter titles, and its contents are sufficiently well indicated by the title of the whole book it is better to use what may be called the short form analytic. In this form, instead of using for the analytic a separate title with a reference to the main work, the title of the main work only is given.

The short form analytic is often the best not only when the analytic has no separate title or too many chapter titles and the contents are satisfactorily covered by the main title, but also in many cases when it has a separate title but one which adds to the main title or subject heading no information concerning the scope or phase of the subject treated, so that the employment of both main and analytic titles involves useless repetition. These cases occur most often under the names of persons as subject (see sample cards, under (1) below).

The short form analytic might under some conditions be adopted for all subject analytics, as the principal point would be covered by the fact that the subject named in the heading was treated in a certain specified part of the book, but the long form analytic is much more satisfactory if the author of the analytic is different from the author of the book as a whole, or if the analytic has a distinct title which gives desirable information not given by the main title of the book. In class exercises the long form analytic is to be used in either of these cases.

(1) Continuous paging. In the case of continuously paged short form analytics, the main title is followed after a centimeter space by the imprint date, and again after a centimeter space by inclusive paging.

Long and short form analytics contrasted

Long form

| | |
|------------------|---|
| B | RUSKIN, JOHN. |
| T ₃₁₂ | Ritchie, Mrs Anne (Thackeray) |
| | John Ruskin. (In her Records of |
| | Tennyson, Ruskin, Browning. 1892. p.161-125.) |

(or better)

Short form

| | |
|------------------|--|
| B | RUSKIN, JOHN. |
| T ₃₁₂ | Ritchie, Mrs Anne (Thackeray) |
| | Records of Tennyson, Ruskin, Browning. |
| | 1892. p.161-125. |

(2) Separate paging. In the case of separately paged short form analytics (whether for one or more entire volumes or for the separately paged part of a volume) the title is followed after a centimeter space by the imprint date for the whole work, then after a centimeter space, by the number of (when only one) the volume or the part comprising the analytic, and (separated by a comma, but with no space) the collation for the analytic, as 1pt. 21, 76p. illus. 21cm. If more than one volume or part is covered by the analytic give the number of volumes or parts included, as v. 2-3; but omit the paging unless continuous.

1101(2)-0(2)

| | |
|-----|---|
| 530 | ASTRONOMY. |
| O51 | Olmsted, Denison. |
| | Rudiments of natural philosophy and astron- |
| | omy . . . stereotyped ed. 1852. pt 2, 115p. |
| | illus. tab. diagr. 15.5cm. |

m Tracing. (1) Author analytics. Author analytics are traced on the back of the main card.

(2) Subject, title or editor analytics. Subject, title or editor analytics which have corresponding author analytics, are traced on the back of these; those which have not corresponding author analytics are traced on the back of the main card.

(3) Form. When the tracing on the back of the *main* card includes analytics it is best to indicate these as such, after the word or words used for the tracing. On the back of author analytics it is not necessary thus to designate the tracing, as the added entries traced on an author analytic would be understood to correspond to such analytic.

(4) Separate record. In the case of long sets etc. where the analytics are too numerous to be traced on the back of the catalog card the work may be there indicated by the word "Analyzed". The specific entries may then be traced by checks in the volumes themselves, but since if the books were lost the tracing also would be lost a better method is the keeping of an official list of tracings of such analytics.

n Call numbers. Call numbers are written in their usual place but when analytic entries apply to only part of the volumes of a set the volume numbers of the volumes concerned should be added below the book number, as shown below on sample card 10.

o Alternative methods. (1) A. L. A. code. Suggestions for the adaptation of printed cards for analytics are included in the *A. L. A. rules*, p. 79-80. A slight variation would be the omission of the slanting line which, in the samples shown, gives at first the impression of a canceled card.

(2) New York state library. The method adopted by the New York state library for printed cards and also, for consistency's

sake, on manuscript cards, is the insertion of the page reference *before* the printed entry; as:

| | | |
|--------|---|----------------------|
| 813.44 | Marjorie Daw, | see v.3, p.1-[44] in |
| I | Aldrich, (etc., the remainder being the printed | |
| v.3 | Library of Congress entry) | |

| | | | |
|-----------|-------------------------------|----------|--------------------|
| CATALOGS. | LIBRARIES. | PRIVATE, | see p. 1791-297 in |
| 027.144 | Le Roux (etc. - printed card) | | |
| Zg8 | | | |

(3) Wisconsin library school. The Wisconsin library school recommends the addition of the paging below the call number, instead of in the curves.

Sample cards

1-2 Author analytic when author of analytic is different from author given as heading on main card, and book has a general, inclusive title; continuous paging

1 Main card

| | |
|------|---|
| 821 | Armstrong, [John] |
| A736 | Poetical works of Armstrong, Dyer and Green; with memoirs and critical dissertations by George Gilfillan. Edin. Nichol, 1858. 281p. 21.5cm. |

2 Author analytic

| | |
|------|--|
| 821 | Dyer, John. |
| A736 | Poetical works. (In Armstrong, [John]. Poetical works of Armstrong, Dyer and Green. 1858. p. 99-230) |

3-6 Author and title analytics when author of analytic is different from author given as heading on main card, and titles are distinctive; continuous paging

3 Main card

| | |
|-------|--|
| 821 | Coleridge, Samuel Taylor. |
| C693r | ...Rime of the ancient mariner, by S. T. Coleridge; and the Vision of Sir Launfal, by J. R. Lowell. N.Y. Harris, 1901 ^[c1895] 58p. 2port. 19cm. |

4 Title card

| | | |
|-------|---------------------------------|-------|
| 821 | ...Rime of the ancient mariner. | 1901. |
| C693r | Coleridge, S. T. | |

5 Author analytic

| | |
|-------|--|
| 821 | Lowell, James Russell. |
| C693r | Vision of Sir Launfal. (In Coleridge, S. T. ...Rime of the ancient mariner. 1901. p.1331-58) |

6 Title analytic

| | |
|-------|--|
| 821 | Vision of Sir Launfal. |
| C693r | Lowell, J. R. (In Coleridge, S. T. ...Rime of the ancient mariner. 1901. p.1331-58) |

7-9 Author and subject analytics when author of analytic is different from author of main work; continuous paging

7 Main card

948.1 Keary, C[harles] F[rancis]
K24 Norway and the Norwegians. N.Y.
Scribner, 1892. 407p. maps, 17.5cm.

Includes a chapter on Wild flowers of Norway, by Eva Tindall, p. 374-94.

8 Author analytic

948.1 Tindall, Eva.
K24 Wild flowers of Norway. (In Keary,
C.F. Norway and the Norwegians. 1892.
p.374-94)

9 Subject analytic

948.1 BOTANY. NORWAY.
K24 Tindall, Eva.
Wild flowers of Norway. (In Keary,
C.F. Norway and the Norwegians. 1892.
p.374-94)

10 Subject analytic by author of main work; continuous paging but work in more than one volume

917.3 CANADA. DESCRIPTION AND TRAVEL.
C77 Cook, Joel.
v.2 Descending the River St Lawrence. (In
his America. 1900. v.2, p.13971-514)

11 Subject analytic by author of main work; consecutive chapters; continuous paging

| | |
|--------------|--|
| 914.2 B79 | <p>ABERDEEN, SCOTLAND. DESCRIPTION. Boyle, Mrs E. V. 1 (Gordon), Grey stones of Maryculter; Elrick walks; Garden of Ellon castle. (In her Seven gar- dens and a palace. 1900. p.1119)-234)</p> |
|--------------|--|

12-13 Title analytic by author of main work; continuous paging

12 Main card

| | |
|------|--|
| J27a | <p>James, Henry. Aspern papers; Louisa Pallant; The modern warning. Lond. Macmillan, 1888. 290p. 19cm.</p> |
|------|--|

13 Title analytic

| | |
|------|---|
| J27a | <p>Louisa Pallant. James, Henry. (In his Aspern papers. 1888. p.1139)-95)</p> |
|------|---|

14-16 Author and subject analytics when author of analytic is different from author of main work; separate paging

14 Main card (anonymous book)

| | |
|------------|--|
| 916 W52 | <p>Western coast of Africa: journal of an officer under Capt. Owen; Records of a voyage ... by Peter Leonard. Phil. Mielke, 1833. 124+177p. 17.5×10cm.</p> |
|------------|--|

15 Author analytic; separate title-page

- 916 Leonard, Peter.
W52 Records of a voyage to the western coast of Africa... and of the service... for the suppression of the slave trade in... 1830, 1831 and 1832. Phil. Mielke, 1833. 177p. 17.5x10cm. (In Western coast of Africa. 1833. 1pt 21)

16 Subject analytic

- 916 SLAVE TRADE.
W52 Leonard, Peter.
Records of a voyage to the western coast of Africa... and of the service... for the suppression of the slave trade in... 1830, 1831 and 1832. Phil. Mielke, 1833. 177p. 17.5x10cm. (In Western coast of Africa. 1833. 1pt 21)

INDEPENDENTS

111 Definition. Books or pamphlets published separately and afterwards bound together, such consolidation not being a part of the publisher's work.

112 Independents vs separately paged analytics. *a Analytics.* The separately paged analytic is a part of the book as first published and belongs in all copies of that edition.

b Independents. The independent is one of two or more publications issued separately, and afterwards bound together. Of such a combination there may be only a single copy; if there are duplicates each must be prepared individually.

c Distinguishing marks. These may appear in the book, showing clearly whether it is a case for analytic or independent treatment, but such marks are sometimes entirely lacking and the treatment must be settled simply in accordance with the cataloger's judgment. In cases of uncertainty incline toward the independent.

(1) Analytic treatment. This may be indicated in various ways; e. g. a title-page mentioning both works, a preface or table of contents treating of both, a cover title (but not necessarily a binder's title or label) including both, continuous numbering of signatures, or (in the case of unnumbered signatures) the beginning of a new group of page numbers in the same signature with a previous group.

(2) Independent treatment. This may sometimes be determined by the cataloger's knowledge of the previous history of the parts, as, for example, that the parts have been combined by the library or by some individual, but the decision often rests merely on the appearance of the book. A difference in publisher or a wide discrepancy in dates may serve as evidence, but frequently there is no means of actually establishing the facts.

113 Treatment. Catalog completely, as though an entirely separate work, each part decided on as an independent, but make the following exceptions in minor details.

a Size. Give for size, not the size of the cover, as in the case of separate books, but the size of the page of the special work being cataloged. As independents of quite different sizes are sometimes bound together this method gives a better bibliographic description than the use of the cover size. If the difference between the size of the publication and the size of the cover is so great as to affect the place of shelving this difference may be indicated in a note; e. g. Covers, 26 cm.

b Tracing for the volume as a whole. Consider the main card for one of the independents (generally the first) as being the main card for the volume and on this give the accession number of the volume, the tracing for added entries for that separate publication, and the number of other sets of cards for the volume, specifying the headings for the main cards for the different sets fully enough to make it easy to find them. If the same heading is used for more than one set the statements should be combined, as "3 sets under Gray, H. M.", or if additional sets have the same author heading as the first, "2 other sets under Thorpe". In case the volume calls for so many different sets of cards that they can not all be satisfactorily traced on the main card a separate official record may be kept (as suggested for the tracing of very numerous analytics, section 110 *m* (4)) referring to this list in the place for the tracing, as "27 other sets; see official list".

c Tracing of added entries for independents other than the first. The main card for each of the other independents takes the tracing for its own added entries but no accession number.

d Note of contents on main card. On the main card for (generally) the first independent, i. e. the card regarded as the main card for the volume, add a note mentioning the other independents.

(1) If the volume contains only one or two additional works give on the main card the note "Bound with" (specifying the authors and titles of the others) as, "Bound with the author's Autocrat of the breakfast table" or "Bound with the Deserted village, by Oliver Goldsmith; and Sesame and lilies, by John Ruskin". Sometimes the form of a note works out better by the use of the possessive pronoun or the author's name in the possessive, as "his Autocrat of the breakfast table" or "John Ruskin's Sesame and lilies".

(2) If more than two additional independents are included in the volume, give on the main card a more general note, as "Bound with other pamphlets".

e Note of contents on other cards. (1) When the volume contains only two or three independents give on all cards for independents other than the first a note mentioning the other work when only one or the other two when the volume contains two other works; as, "Bound with his Letters from British settlers, and his Taxes on knowledge." If two titles are mentioned in the note indicate the author, if known, with each. Otherwise it may not be clear whether they are by the same author or whether the author of one of them is unknown.

113e(1)-(2)

If this note is not given on all cards for other independents than the first, the reader who, wishing one of these, sends for the volume and on opening it sees a different title may not recognize the book as the one called for. For this reason the first publication in the book should be named first.

(2) When the volume contains more than three independents give on all cards for all independents other than the first a note naming the first with an allusion to the others; as, "Bound with Lowell's Vision of Sir Launfal, and other pamphlets".

1 Main card

| | | |
|--------------|---|------|
| 613.1 G86 | [Griscom, John Hoskins] | M.D. |
| | Uses and abuses of air... with remarks on the ventilation of houses. N.Y. Redfield, 1848. 249p.pl.19cm. | |
| | Bound with Punishment, not preventive, not reformatory. | |

2 Subject card

| | | |
|--------------|---|-------|
| 613.1 G86 | AIR. | |
| | [Griscom, J. H.] | M. D. |
| | Uses and abuses of air... with remarks on the ventilation of houses. N.Y. Redfield, 1848. 249p.pl.19cm. | |

3 Title card

| | | |
|--------------|-------------------------|-------|
| 613.1 G86 | Uses and abuses of air. | 1848. |
| | [Griscom, J. H.] | M. D. |

4 Main card for second pamphlet (anonymous)

613.1

G86

Punishment, not preventive, not reform-
atory. No place, no pub.[18-] 36p.19cm.

No title-page.

Bound with Uses and abuses of air, by
J. H. Griscom.

5 Subject card for same

613.1

G86

PUNISHMENT.

Punishment, not preventive, not reform-
atory. No place, no pub.[18-] 36p.19cm.

No title-page.

Bound with Uses and abuses of air, by
J. H. Griscom.

ADDED EDITIONS

114 Definition of edition. The definition of edition given in the *A. L. A. rules*, pref. p. 14, "The whole number of copies printed from the same set of types and issued at the same time", is substantially the same as that given by the *Century*, *Standard* and *Webster*, but *Webster*, with the definition "The whole number of copies of a work printed and published at one time" adds "usually distinguished from an *impression*. In editions after the first, corrections, additions or alterations of the text are made, or the type reset; a second or succeeding *impression* is from the unaltered original plates".

These definitions, except *Webster's*, are based wholly on the earlier method of printing from movable type and the subsequent distribution of the type, involving its resetting for a reissue, which was therefore properly a new edition. With the advances in printing, for a large proportion of the books plates are made corresponding to the pages. These plates are stored and used for reprints which, corresponding exactly to the original, are not properly editions, as brought out in the supplementary statement in *Webster*. Such reprints may be designated as different impressions, issues, reissues or thousands, but these distinctions are of value only for minute bibliographic descriptions and are to be disregarded for class work. In many cases such reprints appear as numbered "editions", but as it is often impracticable to distinguish between such reprints and really new editions it is best to accept for these the publishers' term.

In *Cutter*, p. 19, is the following: "Edition, a number of copies of a book, published at the same time and in the same form. A later publication of the same book unchanged is sometimes styled a different edition, sometimes a new issue, sometimes a different thousand." The phrase "in the same form" is an important supplement to the phrase "at the same time", as a large paper or some other special edition might be "printed from the same set of types and issued at the same time".

For cataloging purposes different editions are those which are subject to some difference in the description on the cards, even though this difference is nothing more than the imprint date (see *Cutter*, p. 19, Title edition). For the importance of recognizing the edition see *Cutter*, 254-56.

a Editions vs copies. Exact duplicates are called *copies* and this

term is, according to the policy of the library, extended to include varying degrees of duplication, many libraries using the term to cover, in fiction, entirely different editions unless the number of volumes differs or there is some variation in the division into volumes or there is some special reason for distinguishing a certain edition, as in the case of specially fine illustrations or of an edition sufficiently well known to be called for in preference to others. Under this plan for the treatment of fiction the entire statement of imprint and collation is omitted, except the number of volumes when more than one. When the distinguishing feature consists of the illustrations or editor etc. it is best brought out in a note.

115 Definition of added edition. As defined in *Cutter*, p. 13, an added edition is "another edition of a work already in the catalog."

116 Treatment of added editions. When an edition is added to the library it is customary, when practicable, to add the catalog entry to the cards already made, thus procuring the double advantage of economy of labor and a compact presentation of the entries to the eye of the reader.

When an edition is to be added to cards already made the extra entry should be made on all cards to which it applies, according to directions *a-h* given below, subject to such variations in fulness of entry as are called for by the different kinds of cards. Omit a line between entries when there is room, except on series cards, where the regular rule for arrangement in series should be followed.

An exception to the general method for adding editions must frequently be made on series cards; i. e. if the work to which an edition is to be added is the latest entered on the series card follow the general rule for added editions, but if, on the series card, entries for other works follow the original entry for the work in question, it will generally be best to make, on the series card, the entry for the added edition as an entirely distinct entry, following those already made.

For the entry of added editions on the author card only, see *Cutter*, 179, but notice that the illustrations are for very special cases.

a Author's name. Indicate the repetition of the author's name by a dash about one centimeter long, beginning at the outer indention, at the height of the top of lower case letters, on manuscript cards. On typewritten cards use the dash if there is one on the machine; otherwise use the hyphen, not the underline.

No account need be taken of the point if one edition is published under the author's name and one anonymously, nor of a different fulness of author's name on different title-pages.

b Title. Indicate the repetition of the title by the word Same (underlined) to represent either the whole title or merely the title

116b(1)-(5)

proper, according to the correspondence between the two title-pages. Write this word after the dash, at the distance of the ordinary space between words, on either manuscript or typewritten cards.

(1) Titles wholly or partly identical. If the whole title is identical the word Same is sufficient to indicate the repetition, but if only the title proper is identical, some variation occurring in the statement of edition, the word Same should be used to represent only the title proper and the statement of edition should be written out in the same fulness as would be used if the entry stood alone on the card, the semicolon being used to separate this statement from the word Same, as though, instead of the latter, the title was written out.

(2) Longer entries added to shorter. If the original entry contains no statement of the edition and the second entry contains such a statement, the second may be added to the first, with the supplementary information added, but if the earlier entry has a statement of edition and the later entry has no such statement the later entry should not be added to the earlier and longer entry, as the word Same would in this case imply the repetition of the entire previous title.

A longer title proper may be added to a shorter, either by the addition of the supplementary information (unless this would result in awkward phraseology) or by the use of . . .

(3) More than two editions. When two editions are already given on the card, if the first entry has no statement of edition and the second has such a statement, subsequent editions *lacking* such a statement should not be added as they would be likely to be understood as corresponding to the second entry, but if the first entry has no statement of edition and the second and following entries have such a statement, in order to avoid any possible misunderstanding on the part of the reader, it is safest to write out the statement of edition with each, even though the wording is exactly the same.

(4) Different editors. Although the rule for adding editions to a card when there is a variation in the statement of edition, would allow on the same card the combination of editions by different editors, this would not generally be advisable, as the library which would have editions by different editors might also have extra editions by the same editor and it would therefore be better to give separate cards to editions by different editors.

(5) Slight variations in title. In libraries doing minute bibliographic work it would be undesirable to allow even very slight

variations to pass under the word Same, but for most libraries serving mainly a miscellaneous public it would not be practicable to observe such variations and it need not be done in class work, e. g. *French revolution in 1848* and *French revolution of 1848*, or the omission in a later entry of a subtitle or alternative title. When ... are used in the earlier entry to indicate omissions, they may be disregarded in applying the word Same, considering this as covering only the actual written words. Correspondingly ... to indicate the series note etc. at the head of the title-page for the additional entry are not to be used before the word Same. Occasionally when different editions are being cataloged at the same time the titles may be shortened with special reference to agreement in the catalog entries, provided that nothing very important is thereby omitted.

c Imprint, collation and series note. At intervals of a centimeter give the imprint and collation in such fulness as is called for by the special cards, i. e. author, subject, title, editor etc.; also the series note on the cards on which it regularly appears. These details are given with each entry, even if they are identical with those in the edition previously cataloged.

d Notes. Notes should be given with each entry as applicable, except that notes given with the first entry may be referred to in the later entries if they are equally applicable to these and appreciable space is thereby saved; as, "For notes of biography and bibliography see entry above" or "Contents as in entry above except for the addition of the following:" (giving supplementary items). Occasionally, if thought important for the sake of distinguishing editions (for example, two of the same date) such notes may be added on short-entry cards (e. g. title or editor) as would not ordinarily be given; as "London ed." and "New York ed." or the series note may be given after the imprint and collation or the name of the edition may be given after the title.

e Treatment of author's name and title on main vs secondary cards. The indication of the author's name by a dash, followed by the word Same, representing the title, is common to all cards, no attempt being made to indicate a repetition of the heading for subject or editor cards, etc. On the title card this arrangement reverses the regular order for title cards but the reader will not analyze this detail and the opposite arrangement would, though more logical, be less easily understood.

f Order of entries. The later edition would naturally follow an earlier, but if the later one was cataloged before the earlier one

116f-h

came to hand the earlier would be added to the later except when some difference in *title* made this undesirable. When different editions are being cataloged at the same time, if the later edition has the shorter title it is sometimes desirable for that reason to give it the first place on the card, regardless of the date. Differences in imprint, collation or series need not be considered in the order of entries.

g Call numbers. The call number for each edition is given at the left edge of the card, opposite its own entry.

h Accession numbers. Accession numbers for all editions cataloged should be given on the back of the main card and should be distinguished; as,

| | | | | | |
|------|-------|----|------|----|-------|
| 1124 | ed. 7 | or | 1848 | or | Edin. |
| 1956 | " 9 | or | 1865 | or | Lond. |

While some distinguishing mark should be given with the accession number for each edition, the different editions on a card do not always lend themselves to the same treatment, e. g. the number of the edition may be given with one edition and a publisher or series note with another.

Author card

| | | |
|------|---|--------------|
| 239 | Harnack, Adolf. | |
| H22 | What is Christianity? ... lectures delivered in the University of Berlin ... 1899-1900; tr... by T.B.Saunders. Lond. Williams & N. 1901. 301p.23cm. (Theological translation library) | |
| 239 | ——— Same; 2d ed. revised. | N.Y. Putnam, |
| H22a | 1906 [c'01] | 322p.21cm. |

Subject card

- | | | |
|------|--|--------------|
| 239 | CHRISTIANITY. | |
| H22 | Harnack, Adolf. | |
| | What is Christianity? ... lectures delivered in the University of Berlin ... 1899-1900; tr... by T. B. Saunders. Lond. Williams & N. 1901. 301p.23cm. (Theological translation library) | |
| 239 | —— Same; 2d ed. revised. | N.Y. Putnam, |
| H22a | 1906 [c'01] | 322p.21cm. |

Translator card

- | | | |
|------|--------------------------|-------|
| 239 | Saunders, Thomas Bailey, | tr. |
| H22 | Harnack, Adolf. | |
| | What is Christianity? | 1901. |
| 239 | —— Same. | 1906. |
| H22a | | |

Title card

- | | | |
|------|-----------------------|-------|
| 239 | What is Christianity? | 1901. |
| H22 | Harnack, Adolf. | |
| 239 | —— Same. | 1906. |
| H22a | | |

INDEXES, KEYS, SUPPLEMENTS, ATLASES AND
PORTFOLIOS

117 Treated like added editions. Separately published indexes and keys are to be treated like added editions, with the dash to represent the original author, and the word Same the original title, these being followed (generally after a comma) by the additional title of the index or key, including the name of the editor or compiler, for whom an added entry should be made. Supplements should be treated in the same way unless so distinct as to fall under *A. L. A. rules*, 14. Atlases and portfolios may, if desired, be treated on the same plan, as an alternative to the method suggested in 17*h* (2) and 18*d*.

Index, with main entry under author

| | | |
|-------|--|--------------------------|
| 808.2 | Klein, Julius Leopold | |
| K64 | Geschichte des drama's. | Lpz. Weigel, |
| | 1865-76. | 13v. in 15, 24cm. |
| 808.2 | ——— <u>Same</u> , Register-band ... bearb. von Theo- | |
| K64 | dor Ebner. | Lpz. Weigel, 1886. 128p. |
| v.o | 24cm. | |

| | | |
|-------|--|-----|
| 808.2 | Ebner, Theodor, | ed. |
| K64 | Klein, J. L. | |
| v.o | Geschichte des drama's, Register-band. | |
| | 1886. | |

Index and supplement, with main entry under title

032
qE5 Encyclopaedia Britannica: a dictionary of
arts, sciences and general literature; 9th ed.
Edin. Black, 1875-89. 24v. illus. pl. maps, plans,
diagr. 28.5cm.

032 Same, Index to; with list of contributors
qE5 and key to their initials. Edin. Black, 1889.
v.0 499p. 28.5cm.

032 Same; New American supplement ... ed.
qE5 under the ... supervision of D. O. Kellogg ...
v.25-29 N.Y. Werner, 1900. 5v. illus. port. maps, 27.5cm.

032
qE5 Kellogg, Day Otis, ed.
v.25-29 Encyclopaedia Britannica; New American
supplement. 1900. 5v.

PERIODICALS

118 Definitions. For definitions of Periodical and Serial see *A. L. A. rules*, pref. p. 15-16, and *Cutter*, p. 21-22.

119 General treatment. For general treatment read *A. L. A. rules*, 121, and *Cutter*, 133.

120 Form entry. Read *Cutter*, 192, but do not follow for class work. In a small library a list of the periodicals may be bulletined and a reference to this made in the catalog under the heading PERIODICALS. In a large library a more practicable method would be a general reference; as,

PERIODICALS.

For general periodicals see their names;
as, Century magazine.

For periodicals on a special subject see
name of that subject, subhead PERIODICALS; as,
EDUCATION. PERIODICALS.

121 Fulness of description. The many variations which are liable to occur among the different volumes of a serial set make it impracticable to give as minute bibliographic descriptions for periodicals as for books in general, while the wide distribution of periodicals makes their contents and character more generally known than is the case with other works, and a full and exact description consequently less important.

122 Groups. Periodicals may, for cataloging, be divided into two groups:

a Those which have ceased publication and of which the library has complete sets.

For these the cataloging follows the same general plan as for other books in several volumes, but certain exceptions are made to correspond to the treatment required for current periodicals and incomplete sets, as specified below.

b Those which are still being published, or those of which, though having ceased publication, the library set is incomplete.

123 Main entry. *a Position.* Make the main entry under the title, beginning at the *second indentation* as for an anonymous book, but entering on the *top line*. This is the method in general use and

is justified in its divergence from treatment of previous classes of books, by the fact that for periodicals not only will no author's name ever be filled in, but periodicals constitute a large class of publications and it seems undesirable to lose needlessly, the use of the top line for so many entries.

b Title. As variations are likely to occur on the title-pages of different volumes it is very desirable to include on the cards for all periodicals of which the library has not complete, finished sets, only those parts of the title which are really important, either as standing out prominently in the title proper or as showing the scope of the work. The latter point may often be covered by a condensation of the descriptive part of the title.

(1) Frequency of publication. When the frequency of publication is given as an integral part of the title proper (e. g. *Quarterly journal of economics*, or *Atlantic monthly*) and not merely as a descriptive term, it is necessary to retain it, but otherwise it is better to omit it from the title and give it in a note (see *A. L. A. rules*, 121), as this is a detail very liable to change. When there is a change in the frequency of publication of a periodical which includes this as an integral part of the title, the case comes under the treatment for "Changed titles", given below.

(2) Editors. For editors also it is better to omit the names from the title and give in a note instead.

(3) Dates covered by volumes. (a) Finished and complete sets. It is well to give in the title on the card for periodicals which have ceased publication and of which the library sets are complete, the inclusive dates covered from beginning to end of publication, supplying these dates in brackets when not given on the title-page. If dates are given on either the first or last volume and not on the other the missing date should be supplied in brackets. If the dates used do not coincide with the beginning and end of the years it is desirable to include the names of the months in this title-date statement, bracketing if not given on the title-page.

(b) Current or incomplete sets. Correspondingly it is well on cards for sets which are still being published or for those of which, though finished, the library sets are incomplete, to include in the title the date of beginning of the earliest volume in the library, followed by a dash and space, unless this date is for the last volume of a finished set, in which case the inclusive dates for the volume should be given. If the first volume in the library is not the first volume in the set, the date when it began should be given in *pencil*.

123b(3)(c)-c(3)(a)

(c) Abbreviations for months. For names of months the common abbreviations are to be used.

(4) Information supplied or omitted. If information is actually supplied in the title, e. g. the name of the month, it should be bracketed, but, in view of possible variations on title-pages, ... need not be used to indicate omissions.

(5) Treatment of complete vs incomplete sets. With complete, finished sets the cataloger has before him all the title-page variations which must be taken into account, and, with this definite knowledge of the facts, can shorten the title more to his satisfaction than when dealing with possibilities, but it is convenient to have the same general rules cover, as far as possible, both finished and unfinished sets. Accordingly it is desirable to omit from the title as freely as can be done without the loss of any information of real value.

c Imprint. Give place and publisher as usual, as long as they remain unchanged.

(1) Place changed. Changes in place of publication are less frequent than changes in publisher, for which directions are given below under "(2) Publisher changed", which rules may be adapted, as far as needed, to changes in place.

(2) Publisher changed. When a set is published by a firm which has changed its name, the name may be given as in the earliest volume in the library, followed by [etc.] or if, up to the time of cataloging, there has been only one change of name, both forms may be given, as "Jansen, McClurg & co. (later A. C. McClurg & co.)."

When a set has had two publishers, both names may be given, as for *Galaxy*: "W. C. & F. P. Church, 1866-68; Sheldon & co. 1868-70," or the first or the more important may be given in the imprint, and the other mentioned in a note.

When a set has had several publishers, the first or most important may be given in the imprint and a note added "Several changes of publisher." If the name of the current publisher is not the one given in the imprint, it should be furnished in a note, with the date from which it was connected with the publication, e. g. "Published by the International magazine co. 1897-date," the word "date" being written in pencil.

(3) Imprint dates. (a) Finished, complete sets. Imprint dates and copyright dates are to be given for finished, complete sets, as for any other set of books; i. e. the first and last dates should be

123c(3)(a)-e(1)

given, connected by a dash. When neither imprint nor copyright dates are given, dates are to be supplied in brackets, in agreement with the publication of the *end* of the first and last volumes.

(b) Current or incomplete sets. For periodicals of which the library has not finished, complete sets the imprint date is to be omitted, the information being sufficiently and more satisfactorily covered by the "Library has" statement, made with such periodicals. (See *e* below.)

d Collation. (1) Volumes. Give the number of volumes for a periodical of which the library has a finished, complete set, as 27v. If the periodical ceased publication with only one volume, give the volume number, followed by the number of pages; as, v.1, 461p. For a periodical of which the library has not a finished, complete set, omit, in the collation, any mention of volumes.

(2) Illustrations. Indicate illustrations only when the magazine is generally illustrated. Do not distinguish kinds of illustrations but include all under the term "illus".

Exceptions may in rare instances be made where the distinct kind is important as such, e. g. the plates in some specially fine scientific or art periodical, or the maps in a geographic magazine.

(3) Size. Since periodicals frequently change their size as published, or slight variations occur in the binding, it is often impracticable, with a minute measurement system, to record the changes, and therefore, for the sake of uniformity, the size is to be omitted for all periodicals.

e "Library has" statement. On the main card for periodicals not finished and complete (i. e. those sets to which volumes are liable to be added) stamp the words "Library has" at the second indentation, on the line below the collation unless the title, imprint and collation occupy only one line, in which case omit a line before the stamp.

Follow the stamped phrase by a columned statement of the volumes actually in the library. For a long block of consecutive volumes give the statement in groups of e. g. 10 or 20 volumes each. If the library has v.1, begin the enumeration on the line below "Library has". Begin at the outer indentation, giving inclusive volume numbers for each group, followed by the corresponding period covered (including the months unless the periodical year corresponds to the calendar year). The dates given on the cards correspond to the title dates, not to the imprint dates.

(1) Broken sets. In the case of broken sets leave space, according to judgment, for missing volumes. The insertion of added

123e(1)-f(2)

volumes will often be helped by writing in *pencil* the numbers immediately preceding or following a gap, if more than one volume is missing; but it is better, even when only one volume is missing, to leave the blank line, to make the fact more distinct. In the treatment of current sets the last volume number and date should be given in pencil unless the volume is, according to the plan adopted for the size of groups, the last of a group.

(2) Single series of volumes. When the enumeration consists simply of a single series of volume numbers, followed by the years, two columns can generally be given on a card.

(3) More than one series. When a periodical has been published with more than one series of volume numbers (see *A. L. A. rules*, pref.p.16, definitions for Series, paragraph 3) give: (a) the volume numbers actually used (generally the continuous voluming of the set); (b) in curves, the designation of the special series, with its own volume numbers; as (ser.2, v.1-10) or (new ser. v.1-10) or (old ser. v.34-43); (c) the period covered.

Examples: v.11-20 (ser. 2, v.1-10) Nov. 1883-Oct. 1888
v.1-10 (old ser. v.34-43) 1892-96

As the term "new series" may be used on the title-page for more than one series of the same periodical it is better to give the *number* of the series when known.

If the periodical index used in the library refers to the volume numbers of a series later than the first adapt the cataloging of the special periodical to the usage of the index.

Frequently when a series has been completed at the time of cataloging, it is convenient to give an entire series as a group; e. g. v.4-12 (ser.2, 9v.) Jan. 1892-June 1896.

(4) "Library has" set completed. When a set for which the "Library has" card has been made, ceases publication and the library set is complete, this card is rewritten, substituting for the "Library has" statement the completion of the date in the title and the addition of the inclusive imprint dates (as directed above under c(3)(a) for "Finished, complete sets") and adding a note, recording the discontinuance of the publication.

f Miscellaneous notes. (1) Order of arrangement. Except for the "Library has" statement, which, as of the greatest interest to the reader, is to be given on the first card, the order of notes prescribed by the *A. L. A. rules* and the Library of Congress (*A. L. A. rules*, 121) is to be followed.

(2) Frequency of publication. The frequency of publication should always be given in a note except when retained in the title.

(3) Variations in title. In the place where important variations in title should be specifically given (*A. L. A. rules*, 121, (b)) the phrase "Minor changes in title" may be used for facts covered by that statement.

(4) End of publication. For finished periodicals, generally after all other notes, say, e. g. "Discontinued" (with the date), or "Merged in" (with the title of the other periodical and the date). In notes referring to another periodical in the library, the call number of the periodical referred to should be included with the title.

(5) Separate notes card. A separate card should be used for miscellaneous notes for all periodicals except those of which the library has finished, complete sets, keeping, for other periodicals, the first card clear for the "Library has" statement, and allowing for the insertion of extension cards to continue this statement.

If a periodical for which such a separate card has been made, ceases publication, and the first card is rewritten as finished and complete, the separate notes card may be retained if the notes are long or numerous, but if few and short they may be transferred to the first card.

(6) Space between notes. On cards to which additions are likely to be made, it is well to leave space between such groups of notes as changes of title and changes of editor, to allow for the insertion of information for earlier or later volumes.

(7) Indention. Use regular paragraph indention, except that in the case of notes for editors, if the information runs over the line, a further deep indention may be employed to allow the use of ditto marks for the phrase "ed. by", thereby making these notes stand out clearly as a group (see sample card on p. 151).

g Indexes. If a periodical has an index covering several volumes, catalog this separately as follows:

In the case of a finished, complete set, add the entry to the first card if there is room, according to the plan for added editions (section 117). For current or incomplete sets, make the entry in the form for an added edition on a *separate* card, to be filed after the "Library has" statement and before the miscellaneous notes.

Use the word Same to represent the title of the periodical, as is done for titles in the case of added editions. Then, after a comma, give the title of the index, with full imprint and full collation, according to the rules for any other separate work, using ... and brackets according to regular rules. The name of the periodical,

123g-124b(3)

being represented by the word Same, need not generally be repeated in the title of the index. This omission need not be indicated by ... unless the phrasing seems less awkward with these than with what would otherwise be used to represent the inverted arrangement, e. g. "Same, General index to; from the 20th to the 40th volumes" or "Same, General index ... from the 20th to the 40th volumes".

Notes about the index cataloged, or entries or notes for any other indexes for the set are given on this card.

If a consolidated index for previous volumes occupies only part of a volume (e. g. Index to v. 1-20 occurring as a part of v. 20) or if a separate index volume is regularly numbered in with the set instead of being unnumbered, as is generally the case, it may be given either as an analytic entry or as a note, but in either case should be given on the separate card for indexes.

The call number for the index, including the volume number, is written in the margin, opposite the index entry, as for an added edition.

124 Added entries for subject, editor etc. a Position. Begin the title of the periodical on the line following the heading, but at the *outer indentation*.

This is contrary to all previous rules for title-entry indentation but is desirable as making the entry word more conspicuous and presenting in general a better appearance on the card. The alternative, covering the same points, would be the omission of one line after the heading, with the second indentation for the title entry, but this results in dropping the entry one line and the advantages seem to be greater with the first method, which is to be followed for class work.

b Title, imprint, collation, indexes and notes. (1) Subject cards for finished, complete sets. Give the title, imprint, collation, indexes and notes as on the main card, subject to such differences in title or notes as might occur with other books.

(2) Subject cards for "Library has" sets. On subject cards for sets for which the main card contains the "Library has" statement, give a short title and in place of the other facts given on the main card, stamp the note (omitting one line after the title) "For full statement of volumes in library see card beginning" (adding by pen or typewriter the entry words for the main card, making the reference full enough for identification to be reasonably sure and easy).

(3) Editor cards. Give the editor's name according to the usual rules, bracketing such parts as do not appear on the title-page.

If variations occur on different title-pages do not bracket forms which

occur on any of the title-pages at hand when the cataloging is originally done, but do not feel obliged to alter the brackets if volumes appearing later have fuller forms.

Use a short title, inclusive imprint dates for volumes covered by the editorship represented by the card, and the inclusive volume numbers, as v.1-9, unless the editorship is known to cover an entire finished set, when, instead of inclusive volume numbers, the total number of volumes may be given, as 9v. If the library lacks some of the volumes represented in the collation this fact should be stated in a pencil note. If, because of breaks in the set of volumes, the period of editorship is uncertain, the doubtful dates and volume numbers should be given in pencil. If the editor card includes the current volume of the periodical, give instead of the date and number of the latest volume, the word "date" in pencil; as, "1899-date. v.25-date"; to avoid changing with each successive volume, but using the pencil to allow for change when the editorship ceases.

125 Added entries for partial titles. When a partial title card is needed for a periodical, give the partial title on the top line, second indention, coming back to the outer indention if it runs over the line.

Instead of writing the full title in its regular place, stamp and fill out the reference to the full title, as on subject card; e. g.

051

Columbian magazine.

C72

For full statement of volumes in library see
card beginning

Columbian lady's and gentleman's magazine.

As the arrangement corresponding to the ordinary partial title card would be awkward and perhaps confusing, this form might be retained, even after the set was finished and complete.

126 Changed titles. When a periodical makes a decided change in its name some libraries catalog under each title the volumes thus published, some libraries catalog the whole set under the earliest title with either added entries or references under later titles, some libraries (see Library of Congress practice, *A. L. A. rules*, p. 37) catalog the whole set under the latest title, with added entries or references under earlier titles, while others catalog the whole set under what was the latest title at the time the periodical

was originally cataloged, with added entries or references under both earlier and later forms. With any of these treatments notes should be used freely to show connection with earlier and later forms, and the call number of a periodical mentioned in a note or reference should be given with its title.

a Editor cards. When an editor card is made for a periodical which has changed its title, it is better to use on the editor card the title under which the periodical was published during the special editorship, but if this extended over the change of name the title covering the longer period of editorship (or the current title if included under the editorship) would be preferable. In all cases where the editorship covered more than one title, and in many other cases, as e. g. a periodical much better known under a different form of title, notes should be added referring to the other form or forms.

127 "Merged in" or "Incorporated with." Frequently one periodical is combined with another. Such periodicals may all be regarded as either "merged in" or "incorporated with" the other periodical, or a distinction may be drawn between the two phrases, "merged in" being used for a periodical which seems at once to lose its identity, "incorporated with" when for a time after the combination both periodicals seem to retain a clearly defined existence, as in the preservation of both names, e. g. *Academy and Literature*. The distinction in the phrase would be observed only in the notes, the treatment of the periodicals being the same; i. e. the periodical "merged in" or "incorporated with" the other would be cataloged as a finished publication, taking into consideration whether or not the library set was complete. At the end of the notes the final step would be recorded; as, under *Literature*: "Discontinued. On Jan. 18, 1902 incorporated with the Academy (052 qA16)."

On the card for the periodical in which the other was merged or with which it was incorporated, a note should be made of this fact; as, under *Academy*, a note: "On Jan. 18, 1902 Literature (052 qL7) was incorporated with the Academy."

128 Call numbers. Call numbers should be given in their usual place, for all entries, and when applying to only part of a set, as for the editor of part of a set, the inclusive volume numbers covered should be included in the call number.

This rule for the inclusion of volume numbers should *not*, on the ground that the library has only part of the volumes, be applied on main cards and subject cards for incomplete sets.

a Latest volumes of current sets. When volume numbers for the latest volumes of a current set are to be indicated in the call number, write the number of the first volume concerned, followed by a

051

dash, e. g. L25 On editor cards for current sets, even when
v.23-

the editorship has continued from the beginning, it is better to include the volume number in the call number, as v.1-

b Brackets. Brackets are not to be used for volume numbers in call numbers, even when they are used in the collation (i. e. when they are not furnished by the volumes to which they apply).

129 Accession numbers. For a periodical which ceased publication after a few volumes, or for one or two odd volumes of a set which the library is not likely to complete, accession numbers may be given in their usual place, followed by the volume numbers.

For a current set and in other cases where there are many accession numbers, instead of specifying these numbers it is better to write in their place "See shelflist".

130 Capitalization. For capitalization follow section 3 above.

Sample cards

Finished, complete set

1 Main card

595.78

P21

Papilio: the organ of the New York entomological club; devoted exclusively to Lepidoptera, 1881-84. N.Y. [pub. by the society?] 1881-84. 4v.illus.

Published irregularly.

v.1-3 ed. by Henry Edwards.

v.4 " E. M. Aaron; pub. in Philadelphia.

After v.3 the club's connection with Papilio ceased.

Discontinued with v.4, Dec. 1884.

2 Subject card

595.78

P21

LEPIDOPTERA.

Papilio: the organ of the New York entomological club; devoted exclusively to Lepidoptera, 1881-84. N.Y. [pub. by the society?] 1881-84. 4v. illus.

Published irregularly.

v.1-3 ed. by Henry Edwards.

v.4 " E. M. Aaron; pub. in Philadelphia.

After v.3 the club's connection with Papilio ceased.

Discontinued with v.4, Dec. 1884.

3-4 Editor cards

595.78

P21

v.1-3

Edwards, Henry, ed.
Papilio. 1881-83. v.1-3.

595.78

P21

v.4

Aaron, Eugene M[urray], ed.
Papilio. 1884. v.4.

5 General secondary card

595.78

P21

v.1-3

New York entomological club.
Papilio: the organ of the New York entomological club. 1881-83. v.1-3.

Current, complete set

6 Main card

905
E58

English historical review, 1886- Lond.
Longmans.

Library has

v.1-10 1886-95
v.11-20 1896-1905
v.21-27 1906-12



See next card

905
E58

v.0
I

2
Same, General index... v.1-20, 1886-1905...
Lond. Longmans, 1906. 59p.25.5cm.



See next card

905
E58

3
Published quarterly.
v.1-5 ed. by Mandell Creighton.
v.6 " Mandell Creighton, S. R. Gardiner and R. L. Poole.
v.7-16 " S. R. Gardiner and R. L. Poole.
v.17-date " R. L. Poole.

7 Subject card

905 HISTORY. PERIODICALS.
E58 English historical review.

For full statement of volumes in library see
card beginning
English historical review.

8-10 Editor cards


905 Creighton, Mandell, bp, ed.
E58 English historical review. 1886-91. v.1-6.
v.1-6

905 Gardiner, Samuel R[awson], ed.
E58 English historical review. 1891-1901. v.6-
v.6-16 16.

905 Poole, Reginald L[ane], ed.
E58 English historical review. 1891-date. v.6-
v.6-date.

Incomplete set

11 Main card

| | | |
|---|--|---------------|
| 051 W92 | World's work, Nov. 1900- Doubleday. ¹ Illus. Library has v.1-9 Nov.1900-Apr. 1905 v. 12-18 May 1906-Oct. 1909 | N.Y. |
|  | | See next card |

¹ Capitalized at the beginning of a group.

| | |
|------------|--|
| 051 W92 | <p style="text-align: center;">2</p> Published monthly. v.1-18 ed. by W. H. Page. |
|------------|--|

12 Editor card

| | |
|--------------------|---|
| 051 W92 v.1- | Page, Walter H[ines] ed. World's work. v.1-9, 12-18. [c1901]-09. |
|--------------------|---|

ALMANACS AND YEARBOOKS

131 Treatment. Almanacs and yearbooks are to be cataloged in general like periodicals (see *A. L. A. rules*, 123).

a Dates. Dates for annuals may, if desired, be omitted from the title when given in the "Library has" statement.

b Place. The separate name of the place may be omitted from the imprint when included in the name of the publisher; as, Brooklyn daily eagle.

c Volumes. Such phrases as "annual issue," "10th edition" etc. are often used with the meaning of volume and are to be listed under that term, without brackets when the fact is taken from the title-page of the special volume to which the number belongs. Sometimes the information to the effect that the issue in hand is a first or second volume, etc. is given in some such place as the preface or cover and in such cases the volume number is to be given in brackets. When nothing corresponding to a volume number is given, years may be used alone.

DIRECTORIES

132 Treatment. Follow *A. L. A. rules*, 125. Read also *Cutter*, 115.

When subject entries are not made, some libraries enter local directories under such form of the title as will make the name of the place the entry word.

The added entry under the compiler of periodical directories is often unimportant and may be omitted by most libraries.

For treatment of such phrases as "annual issue," "10th edition" etc. and use of dates in titles see under "Almanacs," section 131.

CORPORATE ENTRIES

133 Corporate vs personal authors. The essential difference between corporate entries and the main part of the previous work of the course is the use of the name of a corporate body instead of the name of a person as the author of the work. See definitions of Author, Author entry and Corporate entry in *A. L. A. rules*, pref. p. 13-14; and of Author and Author entry in *Cutter*, p. 14. For the choice of headings for various kinds of corporate bodies follow the detailed directions given in *A. L. A. rules*, p. 17-33.

For a discussion of the use of corporate headings see *Cutter*, from the bottom of p. 39, through rule 45 on p. 41.

134 Complete works vs serials. Corporate entries fall into two important divisions: complete works and serials (see definition of Serial, in *A. L. A. rules*, pref. p. 16).

a Complete works. Complete works follow the general rules for the ordinary books.

b Serials. Serials, i. e. transactions, proceedings etc. are, except for the use of the author heading, treated like periodicals, the "Library has" statement being given on the main card and a reference made to the main card from the subject card.

135 Reports. Reports form an important part of the publications of corporate bodies and may fall into either of the two divisions:

a Complete works. In this division belong the completed reports of special investigations, etc.

b Serials In this division belong all reports which may be expected to continue indefinitely, as annual or biennial reports.

Generally it is easily determined to which class a report belongs, but occasionally reports appear which do not show whether or not they are to be continued and in such cases the cataloger must depend upon his own judgment, aided by such information as he may be able to obtain from outside sources.

136 Author retained in title. When the title of the book is something different from the ordinary line of titles for society publications it is often necessary to include in the title on the cards the whole or part of the name of the society or institution, in order to show the relation between the author heading and the title, e. g. "Lectures delivered under the auspices of the ... society". As in the case of individual authors, ... need not be used

136-139

to indicate the complete omission of the author heading but should be used to indicate the shortening of the designation, as shown above.

137 Publisher. As the corporate author is generally also the publisher this point may be assumed and the publisher's name omitted from the imprint except when it is different from the main author heading. A printer's name in the publisher's place on the title-page is to be used only in case of special doubt. The argument is specially strong in favor of the author as publisher, in the case of serials, where the printer is likely to change from year to year.

When thought best the name of the society or institution may be given as publisher. In such cases it is to be written either in its regular form; as, "Univ. of Illinois"; or transposed; as, "Illinois univ." even though the author form would be "Illinois. University"; or such a phrase as "[pub. by the society]" or "[pub. by the university]" may be substituted.

138 Spacing in headings. Subheads in corporate headings are to be set off by a period and one space.

In some libraries they are distinguished by a dash or by underlining but for class work only the period and the space are to be used, on the analogy of the work with the subject subheads.

139 Brackets. *a Variation from title-page.* Brackets are not to be used in corporate headings to show variation from the form given on the title-page, as such variation becomes necessary in a large proportion of cases in order to procure any approach to uniformity in method.

b Matter supplied. Occasionally to distinguish corporate bodies or to define their character, it is desirable to supply a word which does not properly belong to the corporate name. Such supplied matter should be bracketed; as, St Peter's [Episcopal] church.

GOVERNMENT DOCUMENTS

140 Government documents vs society publications. In the matter of cataloging, government documents fall into the general class of the publications of corporate bodies. The principal points in which they differ from society publications, etc. is the much more general need for subheads in the author headings, and the liability of departments to change their names, of bureaus to change their departmental relations and of serial publications to change their forms or titles or to be transferred from one department to another.

141 Change in author or title. In the case of a change in author or title the entire series may, as with periodicals, be entered under one form with a reference from the others, or the publications appearing under each form may be cataloged under that form, with notes showing the relations to earlier and later forms. The latter method is generally the simpler and also seems the fairer in the case of independent commissions which have become subordinate bureaus, or for publications which have been transferred from one bureau to another.

142 Reference list.

A. L. A. rules, p.17-21.

American library association. Papers and proceedings, 1903, 25:176-89; 1908, 30:382-406; 1909, 31:313-29.

Cutter, p.39-43.

Everhart, Elfrida. Handbook of United States public documents. H. W. Wilson co. 1910.

Reviewed by J. I. Wyer, jr, in *Library journal*, May 1910, 35:221.

Hasse, A. R. United States government publications. Library Bureau, 1902-03. pt 1-2.

Wyer, J. I. jr. United States government documents. 1906. (Library School bulletin 21)

——— U.S. government documents in small libraries. Amer.lib.ass'n, 1910. (Library handbook, no. 7)

143 Author heading. In general follow *A. L. A. rules*, p. 17-21, but for subheads prefer the inverted form, adopting the usage of the Superintendent of documents.

144 Title entries. Some publications, e. g. the *Farmers' bulletin* and the *Experiment station record*, are so well known by their titles that the most satisfactory treatment may be to make the main entry under the title, with a general secondary entry under the department or bureau issuing the publication.

145-146a

145 Subject entry vs reference. A subject *entry* for each official publication (unless of too general a character, e. g. the president's message) is the most satisfactory, but a device by which time may be saved in some cases is the *reference* from subject heading to author heading. The greatest value of such a reference is in the case of a department which issues many publications falling into the same general subject, e. g. individual entry for the publications of the United States department of agriculture would probably require many cards under the subject heading AGRICULTURE. U.S. and allied topics and it would be a decided saving to refer, i. e.

AGRICULTURE. U.S. see also
U.S. Agriculture dep't.

If such a reference is made for an individual work instead of for the department publications in general, the reference should include the title of the work referred to, but generally in such cases added entry would be preferable to reference, but it is well to follow the same principle in the "For full statement" note on subject cards for serials, e. g.

331
K16

LABOR AND LABORING CLASSES. KANSAS.
Kansas. Labor and industry bureau.
Biennial report.

For full statement of volumes in library see
card beginning
Kansas. Labor and industry bureau.
Biennial report.

146 References and added entries. As there is much uncertainty as to the form under which a book will be looked for in the catalog, references and added entries should be made very freely.

a From names of departments etc. Reference should always be made from the name of a department to any of its bureaus under the names of which works have been entered, and often reference should be made from the name of the department or bureau without the name of the country, e. g.

Post-office department, see
U.S. Post-office dep't.

Longer forms for this and the following references may, if preferred, be made on the analogy of the "see" and "see also" subject references used by the Wisconsin library school, as shown in section 32 above.

Occasionally notes should be added to reference cards, e. g.

| | |
|------------------------|----------|
| U.S. Fish commission, | see also |
| U.S. Fisheries bureau. | |

On July 1, 1903 the commission became the Fisheries bureau, under the direction of the Commerce and labor department.

b From chiefs of departments. If an individual has become well-known as the chief of a department it is often desirable to refer from his name to the official heading, e. g.

| | |
|-------------------------|----------|
| Harris, William Torrey, | see also |
| U.S. Education bureau. | |

In other cases, editor, compiler or general secondary cards are to be preferred for the individual.

c From magistrates. For kings, governors, mayors, prelates etc. whose official publications seem to carry a greater degree of personal responsibility than the average official publication, a more definite form of reference may be used, e. g.

| | |
|--------------------|---------------|
| Cleveland, Grover, | pres. of U.S. |
|--------------------|---------------|

For official papers see

| |
|-------------------------------------|
| Buffalo. Mayor. |
| New York (state). Governor. |
| U.S. President, 1885-89 (Cleveland) |
| U.S. President, 1893-97 (Cleveland) |

In the case of governors' and mayors' messages, etc. if they follow a uniform plan and the dates and personal name are not included in the heading, the main card is generally best made in the "Library has" form, listing the messages etc. by dates, followed by the name of the individual officer, in subject fulness unless some other form is more familiar, and either inverted or uninverted, according to the preference of the cataloger, e. g.

146c-148

| | |
|----------------|--|
| 353.9747 N5 | New York (state). Governor. Public papers. Alb. Library has |
| | 1883-84 Cleveland, Grover 1893 Flower, R. P. |
| | 1897-98 Black, F. S. |

Occasionally for the state or city in which the library is located there may be sufficient material under a heading to warrant its being carried out on the plan for U.S. President, shown above; as, New York (state). Governor, 1883-85 (Cleveland), by which all publications of the same official would be brought together.

147 "Library has" statement. This statement may, as noted in 146, include the name of the official for the year. In other cases, the titles of the separate volumes may be given, the statement being in the nature of contents. This last suggestion applies particularly to annual reports which specialize yearly on separate subjects, and to sets of monographs, etc. as,

| | |
|---------------|---|
| 557.68 T29 | Tennessee. Geological survey. Bulletin. Nashville. Illus. maps. Library has |
| | no.3 Drainage reclamation in Tennessee. 1910. no.4 Administrative report, 1910. 1911. no.5 Clay deposits of West Tennessee. 1911. |

148 Analytics. Analytics for completed publications do not differ from ordinary analytics. An analytic, when complete in itself but published in a serial, would generally take the regular form for an analytic except that the imprint date would be in ink, instead of in pencil as for other incomplete works.

Exception: In the case of annual reports, etc. where the *title* date is an important point, it is better to use, in the analytic reference, the title date instead of the imprint date, e. g. "In its Annual report for 1903, p. 64-97," rather than "In its Annual report. 1904. p. 64-97." or "In its Annual report for 1903. 1904. p. 64-97."

If the report of a department or official is *regularly* published with that of another department or official, the first in the volumes would naturally be given the main entry, and author analytics or references made for the second. If the analytic form is used the items inside the () would consist merely of author and title, no account being taken of dates and volume numbers, e. g.

| | |
|-----------------|---|
| 352.0741 C17 | Camden. Public library. Annual report. (In Camden. Town officers. Annual report) Library has no.1 July 1904-June 1905 no.3 July 1906-June 1907 |
|-----------------|---|

If the reference is preferred it would take some such form as:

| |
|---|
| Camden. Public library. Annual report, see Camden. Town officers. Annual report (call no. 352.0741 C17). |
|---|

The report of the library is regularly published with that of the town officers.

Of the two forms the analytic is to be preferred, since it gives more information, takes no longer than the reference, except for the additional record of the new report, year by year, and is more readily adapted to a change in the manner of publication, e. g. issued independently.

149

149 Publisher. When names of printers are given in the publisher's place on the title-page of official publications the publisher may be omitted in accordance with rule 137 above, or such a phrase may be used as "[pub. by the state]" or "[pub. by the city]".

For works actually published by the United States government, the form "Wash. Gov't print. off." is to be used, but occasionally a United States document comes to hand which is the output of an independent publisher, in which case the special publisher should be given.

MISCELLANY

150 Series cards for addresses, bulletins, society publications, etc. *a Addresses.* In some libraries it may seem desirable to make an added entry for a society before which an address has been delivered. Such entries are made in the form of a series card, giving the name of the society as the author of the series, and the word Addresses as the title. For these items brackets need not be used. The separate addresses are then listed in regular series form, e. g.

| | | |
|-----------------|-----------------------------|--|
| | Buffalo historical society. | |
| | Addresses. | |
| 342.7479 H55 | Hill, H.W. | Development of constitutional law in New York state. 1896. |
| 557.4797 H41 | Hayes, G.E. | Geology of Buffalo. 1869. |

b Bulletins, society publications, etc. Similar cards may be made for bulletins, society publications, etc. when the library scatters them as separate works instead of treating them as a set. In this case the *title* of the series represents a recognized continuation of works and should be bracketed if not given on the works themselves, as in the case of some societies which give no general title but merely their own names with perhaps the addition of a volume number. For such works the title [Publications] is generally the best one to supply.

c Volume numbers. For bulletins, society transactions, etc. the volume number is more important than for the ordinary series and should be retained in cataloging.

| | | |
|-------------|------------------------------|--|
| | Chicago. University. | |
| | Contributions to philosophy. | |
| 150 L814 | v.3, no.1 Moore, A.W. | The functional versus the representational theories of knowledge in Locke's Essay. 1902. |

150d-151a

d Heading. In some cases it is doubtful whether it is better to enter a series heading as a single title phrase, or as author and title, e. g.

Columbia university studies in history, economics
and public law.

or

Columbia university. Political science faculty.
Studies in history, economics and public
law.

In these doubtful cases it is preferable to lean toward the author and title form, especially if the series is issued by a department, which would properly be used as a subhead, as shown above.

In all cases of the slightest uncertainty, reference should be made to the form used from the form not used, e. g.

Columbia university studies in history,
economics and public law, see
Columbia university. Political science faculty.
Studies in history, economics and public
law.

151 Extracts and separates. *a Extracts (collections) from periodicals.* For treatment follow *A. L. A. rules, 122*. If the name of the periodical is used as the main entry, indent like an author heading, e. g.

| | |
|------|---|
| B632 | Blackwood's Edinburgh magazine. Tales from "Blackwood". Edin. Black- wood, 1859-61. 12v.in 6, 17cm. |
|------|---|

but if the name of the periodical is used as an added entry, make this card in the form of a general secondary. If the main card is made under the name of the collector the general secondary would take the usual form, but if the main entry is under the

title it is better on the added entry card to indent as for added entries for periodicals, to avoid a confusing repetition of the same indention on perhaps three lines; i. e. heading, title and note; e. g.

| | |
|------|--|
| M188 | Putnam's monthly. Maga stories. 1867. Reprinted from Putnam's monthly. |
|------|--|

(rather than)

| | |
|------|--|
| M188 | Putnam's monthly. Maga stories. 1867. Reprinted from Putnam's monthly. |
|------|--|

b Separates. For the reprint of a single article from society transactions, a periodical, a collection, etc. it is generally sufficient to state the fact in a note, e. g. "Reprinted from the American chemical journal, Jan. 1908, v.39, no.1", without making an added entry. If the original paging is given in the reprint, this should be retained in the cataloging, e. g. p.1231-78, not 1561p.

152 Selections from a single work of an author. When a selection from a single work of an author is published separately under a new title, catalog fully like a new work. Information concerning the original work should be included in the new title or in a note.

Make an added author entry for the original work if many titles are likely to occur under the author's name, or if the new work is of value under the original title. Add the word "selections" to the original title, (unless some more definite information is at hand, e. g. "part 1") and follow it by the title of the selection. Omit brackets in this added entry, since the entry as a whole is supplied. For the imprint, give only the imprint date of the selection. Omit the collation except the number of volumes if more than one. Make added title entry when desirable.

Main card

| | |
|-------|--|
| D548l | Dickens, Charles. Little Nell; from the Old curiosity shop; abridged for use in schools. Bost. Educ. pub. co. 1894 236p. 18cm. (Young folks' library of choice literature) |
|-------|--|

Title card

| | |
|-------|--|
| D548l | Little Nell; from the Old curiosity shop. 1894 Dickens, Charles. |
|-------|--|

Extra author card

| | |
|-------|---|
| D548l | Dickens, Charles. Old curiosity shop; selections: Little Nell. 1894 |
|-------|---|

Extra title card

| | |
|-------|---|
| D548l | Old curiosity shop; selections. Dickens, Charles. Little Nell; from the Old curiosity shop. 1894 |
|-------|---|

153 Criticism. *a General criticism.* For general criticism of an author's works, unless colored cards are used the subject card does not differ from the ordinary subject card, the subject heading generally consisting of merely the name of the author criticized.

b Special criticism. If in the case of a single work the title of the work is included in the heading on the author cards, as suggested for Shakspeare (section 105), a criticism of the work takes for the subject card the same heading, written in red, beginning at the second indentation.

For a criticism of a work, the title of which is not used in the author heading for the text, write the name of the author criticized on the top line, in author fulness with professional titles and titles of honor, beginning at the second vertical line, as in the ordinary subject heading, but if the name runs over the line indent the subsequent lines one centimeter instead of one half centimeter to the right of the second vertical line, in order that the title of the work criticized may be more distinct:

On the line following the author's name write the title of the work criticized, beginning one half centimeter to the right of the second vertical line. If the title runs over the line begin subsequent lines at the second vertical line.

Beginning with the name of the author of the criticism the entry is in the usual form for a subject card; e. g.

| | |
|------------|---|
| B P763r | PHILLIPS, REV. THOMAS. HISTORY OF THE LIFE OF REGINALD POLE. Ridley, Gloucester, D.D. Review of Mr Phillips's History of the life of... Pole... Lond. Clarke, 1766. 374p. tab. 20cm. |
|------------|---|

In filing cards, the criticism of an individual work is placed immediately after the entry for the work itself.

If the special book criticized is not evident from the title of the criticism a note should be added to the main card for the criticism, bringing out this fact, e. g.

153b-154

917.29 Thomas, J. J.
 F94 Froudacity: West Indian fables by James
 Anthony Froude. Phil. Gebbie, 1890. 261p.
 19.5cm.

Criticism of "The English in the West
 Indies".

This note may be omitted from the subject cards if the subject heading (which includes the title of the original book) and the title of the criticism, taken together, furnish sufficient clue to the relation of the two works, e. g.

917.29 FROUDE, JAMES ANTHONY.
 F94 (THE) ENGLISH IN THE WEST INDIES.
 Thomas, J.J.
 Froudacity: West Indian fables by ... Froude.
 Phil. Gebbie, 1890. 261p. 19.5cm.

c Colored cards. Colored cards may be used for criticism, having at the top an introductory phrase, e. g. on yellow cards:

For criticism of
 917.29 FROUDE, JAMES ANTHONY.
 F94 (THE) ENGLISH IN THE WEST INDIES,
 see
 Thomas, J.J.
 Froudacity: West Indian fables by ... Froude.
 Phil. Gebbie, 1890. 261p. 19.5cm.

Notice that with this form of card the word "see" is used after the subject heading to bring about a grammatical construction.

Similar colored cards "For bibliography of" (blue cards) and "For biography of" (green cards) may be had for those subjects.

154 Parodies. Parodies are treated like criticism of individual works, e. g.

| | |
|------------|---|
| 817 H54 | STEVENSON, ROBERT LOUIS. CHILD'S GARDEN OF VERSES. Herford, Oliver. Kitten's garden of verses. N.Y. Scrib- ner, 1911. 59p.illus.19cm. |
|------------|---|

If colored cards are used the yellow cards may be adapted to parodies by substituting the word "parody" for "criticism."

155 Attributed author. *a Doubtful authorship.* In a case of doubtful authorship, if a work is attributed to a special writer it should be cataloged under his name, with (on all cards where the point is of interest) a note showing the doubt, e. g. Attributed to Shakspeare.

If preferred, the phrase "attributed author" may be added at the end of the author heading, but this plan would suggest a separate alphabet for the works attributed to an author, to be arranged after his acknowledged works, and therefore it seems better to recognize the doubt only in a note.

b Mistaken authorship. Occasionally it is found that a book published anonymously has been credited to the wrong author. This difficulty may be met by cataloging the book regularly under its proved author with a reference from the attributed author, e. g.

| | |
|--------------|---|
| 917.7 G48 | [Gilman, Chandler Robbins] Life on the lakes; being tales and sketches collected during a trip to the pictured rocks of Lake Superior, by the author of "Legends of a log cabin." N.Y. Dearborn, 1836. 2v.20cm. |
|--------------|---|

Erroneously attributed to Margaret Fuller,
marchesa d'Ossoli.

| | |
|--------------|---|
| 917.7 G48 | Ossoli, Margaret Fuller, marquesa d'. Life on the lakes. 1836. |
|--------------|---|

This book was attributed to the author
named above, by mistake. For full entry see the
name of the actual author, Gilman, Chandler
Robbins.

155b-157

In some form the note of attributed authorship should be given on most, perhaps all, of the cards.

c Erroneously listed. Instances have also come to hand where the identity of a book was completely concealed by the publisher's form of listing. As a guard against ordering duplicates these cases may be treated similarly to those of mistaken authorship, referring from the form of entry given on the publisher's list to the author and title used in cataloging, with an explanatory note on both main and reference cards, e. g. Listed by the publisher as —

d Call numbers and tracing. For the classes of books mentioned in *b-c* the card for the attributed author is chiefly in the nature of a reference card, but being for an individual book should bear the call number, as shown on the card for Ossoli, and should be traced, as an added entry, on the main card.

156 Analytics in series form. Some documents, e. g. the *Declaration of independence*, and the *Constitution*, are found in many places and it is convenient to have a record of these, though it may not seem worth while to make a separate card for each. This difficulty may be met by a form resembling a series card, e. g.

| | | |
|-----|---|-----------------------|
| | U.S. Constitution. | |
| | Text of the Constitution may be found in the following books: | |
| 973 | Fiske, John. | History of the United |
| F54 | States for schools. | 1894. p.14191-36. |
| 973 | Montgomery, D.H. | ...Leading facts of |
| M78 | American history. | 1899. apx.p.6-18. |

157 Editor card in series form. When the same person has edited many works by the same author, an editor card on the plan of a series card may be substituted for a separate card for each work, e. g.

| | | |
|-----------|--------------------------|--------|
| | Rolfe, William James, | ed. |
| | Shakspeare, William. | |
| 822.33 S1 | ...Antony and Cleopatra. | 1881. |
| 822.33 P3 | ...Merchant of Venice. | [1903] |
| 822.33 S7 | ...Hamlet. | [1903] |

For such a card the catch title is recommended in place of the full title, dots being used to show the omission of an introductory phrase.

The sample above shows the method of giving class and book number on the same line, in a list of short entries. If preferred the book number may be written below the class number as usual.

158 Clippings. For a volume of clippings, catalog in regular form, supplying (as far as practicable) the various details, from the book in hand. In exact cataloging, if the volume had a manuscript title-page the use of dots and brackets would follow the regular rules; if there was no title-page this fact should be mentioned in a note and brackets might be omitted in the entry.

If the pages or leaves are not numbered and are too numerous to count write Unp. in the place for pages.

Make a note showing the character of the book. Include in the note the name and date of the source or sources, if evident and not too numerous; e. g. Mounted newspaper clippings from the Boston transcript, Jan. 11-May 16, 1910.

970.1

R31

Red Jacket's medal. Rochester, 1893.
Unp. 22.5cm.

No title-page.

Mounted clippings from the Ontario County times, Feb. 1, and the Post-express of Rochester, Feb. 3, 1893.

818 Hunt, Anna Dorothea.
H 939 Miscellaneous writings. No place, 1879-
80. 21f.19cm.

Mounted newspaper clippings, with author's
autograph.

159 Maps. For heading see *A. L. A. rules*, 6. In measuring a map, give the height by the length, taking the outside ruling of the map, not the measurements of the paper on which it is printed. If the map is folded in covers for shelving as a book, the full measurement of the map may be followed in curves by the word "folded" and the cover measurement as for the ordinary book, e. g. 65x100cm. (folded, 24cm.)

The scale of the map should be given in a note.

Samples of main cards

912.74753 Stoddard, Seneca Roy
S86 Map of the Adirondack wilderness; 2d rev.
ed. N.Y. Neuman, 1882. 83.5x68.5cm.
(folded, 18cm.)

Scale, ¼ inch to the mile.

912.747 Rand, McNally & co.
R18 New railroad, county and township map of
New York... Chic. c1888. 77x84cm.
(folded, 17cm.)

Scale, 1/11 inch to the mile.

Cover title: Map accompanying Legislative
manual 1888.

912.74753 New York (state). Fisheries, game and forest
N421 commission.

Map of the Adirondack forest and adjoining territory; comp. from the official maps and field notes on file in the state departments at Albany, N.Y. Alb.1898. 2 sheets, 92x149.5cm. (in portfolio, 23cm.)

Scale, $\frac{1}{2}$ inch to the mile.

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